

Responsibility:	Deputy Principal – Learning and Teaching
Date approved by Advisory Council:	February 2020
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Related policies:	Mercy Education Limited Policies



**MOUNT LILYDALE  
MERCY COLLEGE**

# Mount Lilydale Mercy College Excursions and Off Campus Programs Policy

## 1. RATIONALE

1.1. Mount Lilydale Mercy College (MLMC) strives to offer a curriculum that offers a dynamic, challenging, rich and diverse range of learning experiences. Every student has the right to expect quality education in a variety of contexts and excursions, and other off campus programs. They are an integral part of our school learning experience as they provide an added dimension.

## 2. SCOPE

2.1 This policy applies to all staff employed by MLMC who organise off-site activities and to parents and guardians who provide consent for their child to attend.

## 3. DEFINITION

3.1 For the purposes of this policy, off campus programs include all day excursions, camps, retreats, community service activities, socials and unmetabled sporting events that are organised and approved to be conducted outside of MLMC.

3.2 This policy does not include extended absences or trips interstate such as Central Australia or Overseas travel. These are addressed in the Interstate and Overseas Excursions Policies.

## 4. POLICY STATEMENT

4.1 The off-site activities opportunities offered to students aim to provide an enriching and authentic learning experience for students that are educational in nature. The experience is expected to enhance and further develop students' knowledge, skills and abilities and to extend their general education.

## 5. GUIDING PRINCIPLES

5.1 All off campus activities must be educational in nature and where applicable represent learning across a number of curriculum areas.

5.2 In planning an excursion an application must be submitted that includes the undertaking of a thorough risk assessment of the activity including assessment of:

- 5.2.1 Child safety requirements
- 5.2.2 An extreme weather event
- 5.2.3 The likelihood of a bushfire.

5.3 Approval for excursions will be provided based on established criteria which will include a view of the global perspective of the MLMC calendar, the impact to classes in other subject areas and classes already missed by students within a semester.

5.4 Efforts are taken to minimise extras and disruption to the ordinary College program.

5.5 There will no additional cost charged to families outside of the resource levy with the exception of additional fee associated with Outdoor Education, Sport and Recreation and Duke of Edinburgh camps.

5.6 Parental or guardian consent will be provided digitally via Parent Access Module (PAM) or in writing prior to a student being permitted to attend an excursion.

