Excursion Information

Throughout the year, students are given the opportunity to attend year level and whole school excursions. These excursions are designed to build on the learning experiences delivered within the classrooms.

When an excursion is planned, it is the school’s objective to notify parents/caregivers at least 4 weeks prior to the activity allowing time for financial obligations and other necessary arrangements to be met. There will usually be a ‘final payment’ date set to enable the school to finalise bookings and numbers etc e.g. bus, venue, accommodation, meals.

In 2014, with the implementation of the new OneSchool operating system, it will be vitally important that these finalisation dates are adhered to. If you have difficulties adhering to these timeframes you are welcome to contact the Business Services Manager or the Principal to discuss options that may be available to you.

Payment options available to you are as follows:

- Payment via cash, cheque, EFTPOS or credit card at the Cash window – Monday – Friday 8.30 a.m. – 12.30 p.m.
- Credit card payments over the phone
- Direct bank deposit – see Business Services Manager for details

If you have paid for an excursion and your child cannot attend due to illness or other valid reasons, you may apply for a refund. You are required to complete a Request for Refund application form and submit it to the office for processing. Once approved, a refund will be processed and either:
  - Credited to your student’s account to be utilised for future school related expenses
  - Direct deposited to your nominated bank account
  - Cash refund for amounts less than $10.00

Please note that if you have paid via credit card, a credit will be refunded to the credit card account originally debited.

It is our aim to ensure that as many students as possible participate in organised excursions as we believe that these activities positively reinforce and enhance student’s learning outcomes.

If there are circumstances that may prevent your student attending e.g. financial difficulties, we encourage you to arrange a confidential meeting with the Business Services Manager or the Principal to discuss possible solutions.

If you are offered the opportunity to participate in excursions with your student’s class please be aware that NO non-enrolled children are allowed to accompany you.