

WARRAGUL REGIONAL COLLEGE

Optional Extras - Extracurricular Activities

September 2013

PURPOSE

Warragul Regional College has a commitment to offer extracurricular activities to enable students to:

- Extend and broaden their experiences.
- Participate in programs that promote teamwork, self-esteem, resourcefulness, independence, leadership, cooperation and tolerance.
- Experience/appreciate a wider range of cultural and environmental situations.
- Develop skills and knowledge that may not be available in the normal curriculum or extracurricular program.

These activities aim to enhance student learning, social skills and give students' opportunities they may not otherwise experience.

These activities may have an educational, cultural, environmental, social or outdoor emphasis but are not considered directly related assessment within a curriculum area.

Activities may include:

- Camps
- Sporting activities
- Excursions and incursions
- Presentation/Valedictory Balls and other similar events

They are defined as activities outside the college's curriculum and are voluntary for students.

IMPLEMENTATION

- All extracurricular activities will be organised:
 - In accordance with DEECD Excursions and Activities Policy and where appropriate, the Adventure Activities policy
 - With minimum disruption to the normal college program.
- Activities are to be elective not compulsory.
- No student who owes the college money for curriculum based programs will be allowed to attend an extracurricular activity without a payment plan and/or Principal approval.

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- The “Teacher in Charge” will ensure that:
 - All arrangements comply with DEECD guidelines.
 - Relevant forms are completed and submitted for approval.
 - DEECD “Notification of School Activity” forms are completed for all camps and excursions that involve risk type activities. These forms must be submitted electronically at least one month before the activity occurs.
 - All students provide signed consent forms and medical information sheets (if appropriate).
 - No student attends who owes money for the activity or other college curriculum programs and has not entered into a payment plan.
- All activities are to be budgeted for as part of the college’s normal budget processes and must not use existing college funds. Business manager approval of accurate costing is required before any bookings are completed.
- Students whose payments have not been finalised at least 2 working days before departure will not be allowed to attend. Where monies have been paid to a third party, no refunds will be available for non-attendance.
- Office staff will be responsible for managing collection of payments and will provide the “Teacher in Charge” with regular records of payments.
- Office staff will regularly provide the “Teacher in Charge” with a list of students with payments outstanding.
- Students who have displayed unreliable or inappropriate behaviour at school may be excluded from an activity. The decision to exclude will be made by the Principal in consultation with the teacher in charge. Parents will be notified in these circumstances.
- Parents can be requested to collect their child from an activity if their child’s behaviour is considered inappropriate. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.

EVALUATION

This policy is to be reviewed annually to ensure compliance with DEECD guidelines.

REFERENCES

DEECD Excursions and Activities Policy and all related policies