1. **PURPOSE**
   1.1. To enhance communication processes and streamline payments made by parents for school excursion and incursions.
   1.2. To reduce the administrative workload in receipting money paid for excursions and incursions.

2. **OBJECTIVES**
   2.1 Towards the end of each term, parents will receive an excursion levy that outlines all of the likely charges to be incurred by each child during the next school term. (This figure would exclude payments for subject contributions, camps, food days/special lunches, religious education and children/teams participating in selected sporting events.)
   The school will strongly encourage parents to benefit from the convenience of a reduced number of payments each term. The levy also complements the school’s sustainability program with a considerable reduction in the number of notices being sent home to parents, with copies of the notices being placed on the website and to only cover the costs of the incursions/excursions.

3. **IMPLEMENTATION**
   3.1 Teachers will need to plan ahead carefully in each level of the school to ensure that all costs related to proposed excursions and incursions are budgeted. Specialist teachers, in particular PE, will need to liaise with level leaders in order to inform them of upcoming events. This information will then be passed to the Business Manager/Office to collate.
   
   3.2 Parents are asked to pay the levy in advance. Payment would be due by the end of the first week of term. (Parents may still elect to pay for individual excursions/incursions. In this instance parents will need to arrange this at the office.) Teachers will receive a print out of students who have paid the excursion levy from the office. (Where an excursion is scheduled within the first week of a term, all permission forms will need to be returned to the class teacher prior to the excursion.)
   
   3.3 Due to the commitments made by the school prior to each excursion (eg. Bus costs, booking fees, etc) no refunds would be given at the end of each term if a child misses a school event due to an absence. Any funds remaining at the end of each term would be carried forward collectively for the relevant section of the school and used to lower the excursion levy for the next school term. (In the case of an unforeseen prolonged absence or as a result of special circumstances a refund may be given; this will be at the school’s discretion.)
   
   3.5 Two permission forms will accompany each excursion levy. Parents will be asked to complete both forms when making their payment. The office staff will keep one copy and classroom teachers will receive the other copy. Teachers will use these forms for each excursion during a term to refer to emergency contact details. Additional information about each excursion/activity will be distributed prior to each event to communicate the necessary details of that event.

4. **EVALUATION**
   This Policy will be evaluated on an annual basis by the Finance Sub-Committee.