

EXTRA-CURRICULAR ACTIVITIES POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the General Office

PURPOSE

The purpose of this policy is to explain to the school community the processes and procedures Brinbeal secondary College will use when planning and conducting extra-curricular activities for students.

SCOPE

This policy applies to all extra-curricular activities organised by Brinbeal Secondary College. This policy also applies to adventure activities organised by Brinbeal Secondary College, regardless of whether or not they take place on or off school grounds.

This policy is intended to complement the Department's policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Brinbeal Secondary College will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting extra-curricular activities.

DEFINITIONS

Extra-Curriculars:

For the purpose of this policy, extra-curriculars are activities organised by the school where the students:

- are taken out of the school grounds (for example, a day excursion, school sports, debating, performances, leadership forums, subject specific competitions, etc.)
- undertake adventure activities, regardless of whether or not they occur outside the school grounds

Adventure activities are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department's Policy and Advisory Library, at the following link:

<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

POLICY

Extra-curricular activities can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom.

Planning process for extra-curricular activities

All extra-curricular activities will comply with Department of Education planning requirements. Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion.

Student Selection

To be eligible to participate in any extra-curricular activity, students must meet the following criteria for the five weeks prior to team selection:

- 90% attendance or better
- Less than 5 lates to class

- No behavioural concerns evident through Compass chronicles
- Not suspended
- For sports - must not have a medical condition that excludes them from PE practical classes (can be a coach or support person)
- Students must be approved by a member of the Engagement Team

A student may be removed from the team if these conditions are breached in the lead up to the event.

Parent/carer consent

For all extra-curricular activities, other than local excursions, Brinbeal Secondary College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Brinbeal Secondary College uses Compass to inform parents about extra-curricular activities and to seek their consent and asking parents/carers to return the part of the note that asks for parents/carers signature confirming they consent to their child's participation. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

For local excursions, Brinbeal Secondary College will provide parents and carers with an annual Local Excursions consent form at the start of each school year or upon enrolment if students enrol during the school year. Brinbeal Secondary College will also provide advance notice to parents/carers of an upcoming local excursion through Compass. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Brinbeal Secondary College will notify parents once only prior to the commencement of the recurring event.

Parent Payments for extra-curricular activities

Extra-curricular activities provided by Brinbeal Secondary College enhance and broaden the schooling experience of our students but are not a mandatory component of our curriculum. These activities are provided on a user-pays basis in accordance with the Department's Parent Payments Policy.

The cost of all extra-curricular activities is to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal prior to the excursion. Consent forms will have clearly stated payment amounts and finalisations dates, and families will be given sufficient time to make payments.

Students who have not finalised payment by the required date for extra-curricular activities provided on a user pays basis will not be able to attend unless the Principal determines exceptional circumstances apply.

Financial Help for Families

Brinbeal Secondary College will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Business Manager or Organising Teacher. The Business Manager can also discuss family eligibility for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including extra-curricular activities. Applications for the CSEF are open to families holding a valid means-tested concession card or temporary foster parents and are facilitated by the school. Further information about the CSEF and the application form are available at Camps, Sports and Excursions Fund.

Refunds

If an extra-curricular activity is cancelled or altered by the school, or a student is no longer able to attend part or all of the extra-curricular activity, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally, we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

Student health

Parents and carers need to ensure the school has up-to-date student health information prior to extra-curricular activities. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to our Administration of Medication Policy and the student's signed Medication Authority Form. To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all extra-curricular activities.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending extra-curricular activities. If a student becomes ill during an activity and is not able to continue, it is the parent/carer's responsibility to collect them and cover any associated costs. If the Principal approves a student joining an activity late, transport to the location is the parent/carer's responsibility.

Behaviour expectations

Students participating in extra-curricular activities are required to cooperate and display appropriate behaviour to ensure the extra-curricular activity is a safe, positive and educational experience for all students involved.

Parents/carers will be notified if their child is in danger of losing the privilege to participate in an extra-curricular activity due to behaviour that does not meet the standards of behaviour set out in the school's Student Wellbeing and Engagement Policy, the Student Code of Conduct or Bullying Prevention Policy. The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the Organising Teacher. Both the parent/carer and the student will be informed of this decision prior to the extra-curricular activity.

If on a extra-curricular activity the Teacher in Charge considers an individual student's behaviour does not meet required standards, then the Principal or their nominee may determine that a student should return home during the extra-curricular activity. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.

Disciplinary measures apply to students on extra-curricular activities consistent with our school's Student Wellbeing and Engagement Policy, Student Code of Conduct and Bullying Prevention Policy.

Electronic Devices

Students will be permitted to bring electronic devices (such as iPads, iPods, mobile phones) but these may only be used during times set by the Teacher in Charge. Students are responsible for the care of any personal electronic device brought to an extra-curricular activity and the school will not be responsible for lost or damaged devices.

Accident and Ambulance Cover

Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, Brinbeal Secondary College and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website

- Included in staff induction processes
- Included in staff handbook
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2025
Approved by	Principal
Next scheduled review date	March 2028