Policy - NON CURRICULUM EXTRACURRICULAR ACTIVITIES

1. STATEMENT OF BELIEF:
The College has a commitment to offer non curriculum extracurricular activities to enable students to experience activities that will broaden their learning, social skills and give students opportunities they may not access via home. These activities may have an educational, cultural, environmental, social or outdoor emphasis but are not considered directly related assessment within a curriculum area. The activities the College may include camps and evenings. They are defined as activities outside the college’s curriculum and are voluntary for students.

2. OBJECTIVES:
- To extend and broaden student experiences.
- To provide students with an opportunity to participate in programs that promotes group cohesiveness, self-esteem, resourcefulness, independence, leadership co-operation and tolerance.
- To enable students to experience/appreciate a wider range of cultural and environmental situations.
- To provide an opportunity to develop skills and knowledge that may not be available in the normal curriculum or extracurricular program.
- To provide choice and voluntary opportunities that may interest groups of College students.

3. IMPLEMENTATION:
- At Drouin Secondary College staffing for all activities will be in accordance DEECD Guide and should adhere to the College’s camps and excursions policy.
- Activities will be organised to minimize disruption to the normal college program.
- Activities to be elective not compulsory.
- No students who owes the College money for curriculum based programs (non-financial) will be allowed to attend an non-curriculum activity without a payment plan and principal approval.
- The “Teacher in Charge” will ensure that:
  - All arrangements comply with DE&T guidelines.
  - Relevant forms are completed and submitted for approval.
  - DE&T “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 a payment plan.
- All activities are to be budgeted for as part of the College’s normal budget processes and not use College funds. Business Manager approval of accurate costing is required before any bookings are completed. Parents will be notified of exact costs and other relevant details a soon as practicable.
- Parents alone cannot supervise students unless they have permission to teach (VIT) and a police check. All volunteers must have VIT registration or a working with children’s check.
- 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 Teacher in Charge with regular records of payments.
- Office staff will provide the teacher in charge a list of students who are not financial.
- Students who have displayed unreliable or inappropriate behaviour at school may be excluded from activity. The decision to exclude will be made by the Principal in consultation with the teacher in charge. Parents will be notified.
- 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 the decision. Costs incurred will be the responsibility of the parent.

Identified non curriculum based Activities

This policy was last reviewed by School Council in: 2012
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The following list of activities are considered non curriculum based extra-curricular activities and therefore must adhere to this policy.

- Year 10 Presentation Ball
- Year 12 Valedictory dinner
- Year 11 formal
- Year 11 Interstate trip - Central Australia trip
- Year 9 Interstate trip - Tasmania trip
- China – Juijiang exchange

4. EVALUATION:

This policy will be reviewed as part of the school’s four-year review cycle.