



NON-COMPULSORY EXCURSIONS



MOUNT VIEW HIGH SCHOOL
Policies and Procedures

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Related Policies

1. [NSW DoE Behaviour code for students](#)
2. MVHS Behaviour Support and Management Plan
3. [Attendance Policy](#) and Strategic Plan
4. [Uniform Policy](#) and MVHS Uniform Policy and Procedures
5. [Work Health and Safety \(WHS\) policy](#)
6. [School Community Charter](#)

NSW Department of Education
Behaviour code for students
 Information for students and parents or carers

NSW public schools are committed to providing safe, supportive, and respectful learning environments for everyone across a range of settings. We teach and model the inclusive and safe behaviours we value in our students.

In NSW public schools students are expected, to the best of their ability, to:

- show respect to other students, their teachers and school staff and community members
- follow school and class rules and follow the directions of their teachers
- strive for the highest standards in learning
- act in a courteous and respectful way that makes all members of the school community feel valued, included and supported
- resolve conflict respectfully, safely and fairly
- meet the school's agreed uniform policy or dress code
- attend school every day (unless legally excused)
- respond appropriately
- be safe and not be violent or bring weapons, illegal drugs, alcohol, vaping, a cigarette or tobacco into our schools
- not bully, harass, intimidate, or discriminate against anyone in our schools

Schools take action in response to behaviour that is detrimental to self or others or to the achievement of high-quality teaching and learning.

All students have a right to:

- safety at school
- access and fully participate in their learning
- be treated with respect by other students, teachers and school staff
- express their views, set goals and self-advocate

The principal and school staff, using their professional judgment, will plan the maximum discipline and provide safe, supportive and responsive learning environments and apply an appropriate action when students are not meeting these expectations. The department is responsible for the provision of a policy framework and resources such as legal advice, bulletin, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context, the NSW

Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

Behaviour code for students: Student actions

Promoting the inclusion, learning, wellbeing, and safety of all students in NSW public schools is a high priority for the Department of Education.

We implement teaching and learning approaches across a range of settings to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

To meet the expectations set out above, students in NSW public schools, to the best of their ability, should adhere to the following principles:

Respect

- Treat one another with dignity.
- Communicate and behave courteously.
- Aid and work cooperatively with other students, teachers, and school staff.
- Develop positive and respectful relationships.
- Value the interests, ability and culture of others.
- Respect the learning needs of other students.
- Dress appropriately by wearing the agreed school uniform or dress code.
- Take care with school property and the property of staff and other students.

Safety

- Model and follow school and class rules and expectations around behaviour and conduct.
- Negotiate and resolve conflict.
- Be aware of and take responsibility for how their behaviour and actions impact others.
- Care for self and others.
- Be safe and help others to make safe choices that do not hurt themselves or others.

Engagement

- Arrive at school and class on time.
- Be prepared for every lesson.
- Actively participate in learning.
- Aspire and strive to achieve the highest standards of learning.

NSW Department of Education | PO-2008-0116-01-V02.0.0
 If this is a printed document, refer to the department's Policy Library for the most recent version.

UNIFORM POLICY

MOUNT VIEW HIGH SCHOOL
 Procedures and Protocols

School Community Charter
 Collaborative. Respectful. Communication.

The following School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive.

What our schools provide
 NSW public schools work to create positive environments for students, staff and the entire school community that support student learning. We strive to ensure that every student is known, valued and cared for.

Positive environments
 It is important that our NSW public schools are positive environments and that parents and carers are kept informed of students' progress and school announcements.

Parents and carers can expect:

- To be welcomed into our schools
- To work in partnership to promote student learning.
- Communication from school staff will be timely, polite and informative.
- Professional relationships with school staff are based on transparency, honesty and mutual respect.
- To be treated fairly. Tolerance and understanding are promoted as we respect diversity.

The best education happens when parents and schools work together.

The School Community Charter aligns with the NSW Department of Education Strategic Plan 2018 - 2022.

Ensuring respectful learning environments for all members of NSW Public Schools communities.

We treat each other with respect

We prioritise the wellbeing of all students and staff

Unsafe behaviour is not acceptable in our schools

We work together with the school

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Plan Endorsed By:	S. Hookway	Position:	Principal	Policy Developed	May 2024
Signature:				Review Date	

RATIONALE

Mount View High School has a strong tradition of academic, creative and performing arts and sporting success. The school has a broad, balanced and relevant curriculum that is supported through extracurricular opportunities for our students. Externally based extra-curricular activities that are not directly related to curriculum based assessment or course outcomes are known as Non-Compulsory Excursions.

A non-compulsory school excursion refers to an optional trip or outing organised by Mount View High School, where participation is not mandatory for students. These excursions are typically educational or recreational in nature, aiming to provide students with experiences outside the regular academic curriculum. Students have the choice to opt in to these excursions.

Examples of these excursions include but are not limited to:

1. Excursions for Academic or Sporting Teams. eg: Soccer team, Rugby league team, Netball team, F1 STEM, Debating
2. Excursions for Year Groups: Wellbeing based end of year trips - eg: Waterpark excursion
3. Non compulsory subject excursions: PASS overnight camps, ski trips, field excursions
4. Industry visits: relating to workforce transition or career development

The staff, community and students of Mount View High School expect students who represent the school to meet published behavioural expectations, attendance expectations and to consistently wear correct school uniform.

UNIFORM EXPECTATIONS

In order to attend non-compulsory excursions students will need to meet the following school uniform expectations.

Requirement 1

Students will need to demonstrate that they have a history of wearing the correct school uniform to be considered to attend a non compulsory excursion. To do this students will need to demonstrate consistency in wearing the full school uniform (in accordance with the [published MVHS uniform policy](#)) for at least a 5-week period in the lead up to the excursion. The consistency of wearing uniform will allow for **no more than 4 uniform infringements during those 5 weeks**. A uniform infringement is accrued when a student is recorded in Sentral as wearing an item of clothing that does not meet the published uniform requirements. Students who cannot access full school uniform at home will be supported to borrow from the uniform pool.

Students who opt to change into borrowed uniform at school will not be recorded as having a uniform infringement.

Requirement 2

Students **must be in full school uniform at all times when on an excursion** unless the excursion note explicitly allows alternative clothing eg. An overnight camp explicitly allows students to wear comfortable casual clothing.

The recording of Uniform at MVHS

Uniform infringements are recorded by classroom teachers when marking daily class attendance. Staff organising excursions will reference a historical uniform report to determine student eligibility. For a more detailed description of the uniform policy please refer to the MVHS Uniform Policy.

Right to appeal

Students and families have the right to appeal against a decision made to restrict a student from attending a non-compulsory excursion based on uniform. Appeals should be made directly to the student's allocated deputy principal using the appeal form provided in Appendix 1.

ATTENDANCE EXPECTATIONS

In order to attend non-compulsory excursions students need to meet attendance requirements.

Requirement 1

Students need to demonstrate that they meet minimum attendance rates to be considered to attend a non compulsory excursion.

The minimum attendance requirement is 85%.

The attendance percentage is calculated using unexplained whole and partial-day attendance (including late to school and truancy). **Explained absences** including extended absences supported by medical certificates **will not be counted** in the minimum attendance rate calculation.

Requirement 2

Students need to demonstrate a commitment to representative teams by consistently attending team meetings / training sessions / rehearsals as directed by the team coach / organising teacher.

The recording of attendance at MVHS

Student whole day attendance is marked at the commencement of every school day during period 1 and recorded using the Sentral database system. Partial absences including truancy are recorded by classroom teachers using period by period class rolls. Student attendance is marked every period. At MVHS the class period rolls each day are marked in the first 10 minutes of each lesson.

Right to appeal

Students and families have the right to appeal against a decision made to restrict a student from attending a non-compulsory excursion based on attendance. Appeals should be made directly to the student's allocated deputy principal using the appeal form provided in Appendix 1.

BEHAVIOUR EXPECTATIONS

In order to attend non-compulsory excursions students will need to meet the following behaviour requirements.

Requirement 1

To attend non-compulsory excursions students need to demonstrate that they meet behavioural expectations relating to the Department of Education Behaviour Code. Specifically, students must demonstrate that they can be Safe, Engaged and Respectful students. The school will assess a student's capacity to meet these expectations by analysing student behaviour records on the Sentral database. Students with a history of behaviours that fail to meet the Behaviour Codes expectations of Safe, Engaged and Respectful behaviour may be excluded from non-compulsory excursions.

In general students may be excluded who have more than two (2) negative behaviour referrals in the 5 weeks leading up to a non-compulsory excursion.

Requirement 2

To attend non-compulsory excursions **students must not have been suspended or received a formal caution in the 5 weeks leading up to a non-compulsory excursion.**

The recording of behaviour at MVHS

Student behavioural concerns can be recorded by both teaching and non-teaching staff at times when they observe student actions that do not comply with safety, engagement and respect. This can be applicable to behaviours observed in the classroom, playground, whilst on excursion and whilst travelling to or from school.

Right to appeal

Students and families have the right to appeal against a decision made to restrict a student from attending a non-compulsory excursion based on behaviour. Appeals should be made directly to the student's allocated deputy principal using the appeal form provided in Appendix 1.

APPEALS

Mount View High School - Non Compulsory Excursion Eligibility - Appeal Form

Student Details	
Student Name:	
Grade/Class:	

Excursion Details	
Name of Excursion:	
Date of Excursion:	

Appeal Details	
My appeal is related to	
Uniform expectations:	
Attendance expectations:	
Behaviour expectations:	

Description of appeal reason

Signatures					
Parent / carer:		Signature:		Date:	
Student:		Signature:		Date:	

For Office Use Only			
Received by:		Date received:	
Final decision:	Supported / Not Supported		
Communicated:	Verbal / Phone call / Email / SMS	Date communicated	

Summary - Student Requirements to attend Non-Compulsory Excursions at MVHS

The staff, community and students of Mount View High School expect students who represent the school to meet published behavioural expectations, attendance expectations and to consistently wear correct school uniform.

Uniform Expectations

1. Students are expected to have no more than 4 uniform infringements in the preceding 5-week period to the proposed excursion.
2. Students must be in full school uniform at all times when on an excursion unless alternative attire has been explicitly allowed.



Attendance Expectations

1. Students are expected to have an attendance percentage of at least 85% (Absences based on unexplained whole and partial-days) in the preceding 5-week period to the proposed excursion.
2. Students are expected to attend team meetings / training sessions / rehearsals as directed by the team coach / organising teacher.



Behavioural Expectations

1. Students are expected to have no more than two (2) negative behaviour referrals in the preceding 5-week period to the proposed excursion.
2. Students must not have been suspended or received a formal caution in the 5 weeks leading up to a non-compulsory excursion.



Right to appeal

Students and families have the right to appeal against a decision made to restrict a student from attending a non-compulsory excursion based on uniform, attendance or behaviour.

Appeals should be made directly to the student's allocated deputy principal using the appeal form provided in Appendix 1.