



Excursions & Camps

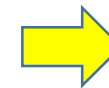


While we are waiting for everyone to join



Write your questions about excursions and camps in the chat

What do you want to get from today's session





I acknowledge the Traditional Owners of the land where we gather today and pay my respects to the Elders past, present and emerging



Excursions & Camps

- ☐ Updated School excursions procedure
- ☐ Training resources for OneSchool excursion planner
- ☐ Common audit findings relating to excursions and camps
- ☐ Using the excursion costing calculator
- ☐ Excursions & GST

School excursions procedure



Effective June 2022



School excursions procedure

Version number 8.0 | Version effective 17 June 2022

Categories: [Schools and students](#) > [Student learning](#)

Audience

All state schools

Purpose

This procedure outlines the responsibilities and processes for principals and school staff involved in the planning and delivery of school excursions for students in Prep to Year 12 to destinations within Australia.

For guidance about state school excursions to destinations outside Australia, refer to the [International school study tours procedure](#).

Overview

School excursions allow students to participate in off-site activities that can enhance their learning and development. Excursions vary in terms of the number of students involved, duration of the planned activity, and venue/s where they are to occur. They may include both regular activities and one-off activities that occur during school hours, overnight (e.g. camps), on weekends and/or in school holidays.

To ensure the health, safety and wellbeing of students, staff and others (e.g. volunteers), schools are required to proactively manage all aspects of excursions. The school's duty of care to students extends to school excursions (including camps) that are part of students' educational programs.

Activities conducted off the school site are likely to pose different risks to activities conducted on the school site. Schools must be able to demonstrate that excursions have been thoroughly planned to ensure that students, staff and others will be safe while undertaking the activity. Any reasonably foreseeable risks must be identified and managed. Planning should include reasonable adjustments, training for staff and supervision required, to ensure, as far as reasonably practicable, all students can access and participate.

An excursion plan must be completed for all school excursions and approved by the school principal (OneSchool Level 1 user) or delegate, using the [OneSchool Excursion Planner](#) (DoE employees only). When more than one school is involved, each school must approve their own students' participation.



Download procedure



[School excursions procedure \(PDF, 489KB\)](#)

Supporting information



[Excursion consent form template \(DOCX, 313KB\)](#)

[Offer to provide transport in a private vehicle form \(DOCX, 111KB\)](#)

[Private transport consent form \(DOCX, 65KB\)](#)

[Student health information - excursions form \(DOCX, 151KB\)](#)

Contact information



For further information, please contact your [closest regional office](#).

Outlines the **responsibilities** and **processes** for principals and school staff involved in the planning and delivery of school excursions for students



[Link](#)

School excursions procedure



Health, Safety and Wellbeing

Planning, Risk Identification & Management

Planning for Inclusion

Use OneSchool Excursion Planner

Appropriate Consent

Consultation with P&C



OneSchool Help



Queensland Government

Search...



OneSchool Help | Department of Education

[Training](#) [Student](#) [Finance](#) [Curriculum and assessment](#) [Student support](#) [Behaviour support](#) [School management](#) [System admin](#) [System info](#)

OneSchool Help



OneSchool Release Notes

OneSchool is continually being updated so release notes are published each time a change or update is made to OneSchool. They are a great way to keep up-to-date with the latest news.

[Read more](#)

1 2 3



[Link](#)



Updated: OneSchool Help Materials Sections

OneSchool Help | Department of Education

Training Student Finance Curriculum and assessment Student support Behaviour support School management System admin System info

Home / Curriculum and assessment / Excursion planner – domestic / Finance

Excursion planner – domestic

- ☐ Search for an excursion planner
- ☐ Create/modify/approve excursion planner
- ☐ Excursion details
- ☐ Risk management
- ☒ Finance
- ☐ Approval checklist

Finance

Identify the costs associated with the Excursion Planner on the Finance Step.

If there are no costs associated with the Excursion Planner (the Is Payment Required? question has been answered with No), this step is not applicable and not available.

Create an excursion planner (finance step)

1. Follow the instructions in **Search Excursion Planner** to open the Excursion Planner Wizard to begin creating a new Excursion Planner. The following explains how to create an Excursion Planner if the Add New button is selected. If the Use as Template button is selected, the Excursion Planner is created using the same methods with the exception that some but not all information is pre-populated and may require changes.
2. The Finance step is displayed after selecting the **Next** button on the **Risk Management** step.

Note: Mandatory fields (*) must be filled in before going to the next/previous step in the Wizard. Mandatory on Submission (**) fields must be filled in before the Submit button on the Approval step can be selected.

Related material

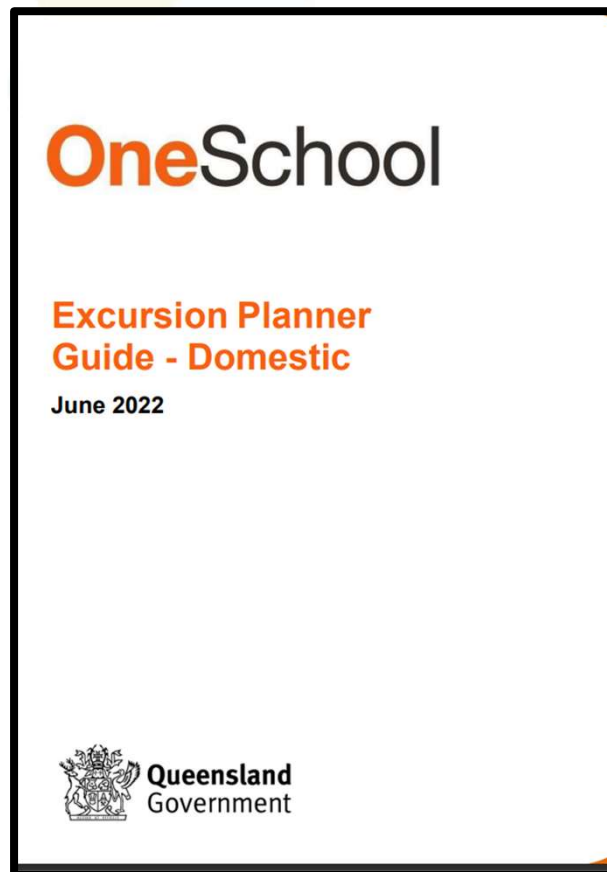
- [Excursion planner](#)
- [Search for an excursion planner](#)
- [Create/modify/approve](#)
- [Excursion details](#)
- [Risk management](#)
- [Approval checklist](#)



[Link](#)



Updated: OneSchool Excursion Planner Guide



[Link](#)



Recorded OneSchool Session

TEACHING & LEARNING

Using Excursion Planner in OneSchool

Date: 6 May 2021

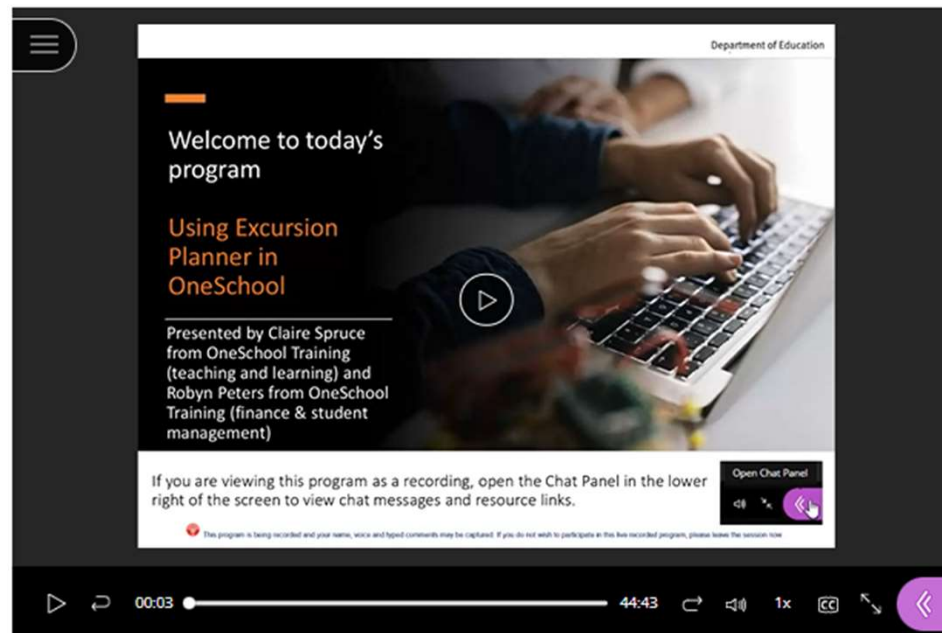
Duration: 44 minutes

Target audience: All staff

Overview: This session explores the steps involved in using the Excursion Planner module in OneSchool, including:

- exploring the School excursions and international school study tour procedure and supporting resources
- exploring key points when planning and carrying out an excursion
- creating an excursion plan record in the Excursion Planner module in OneSchool.

Platform: Blackboard Collaborate Ultra



[Link](#)

Common Audit Findings: OneSchool Excursion Planner



OneSchool Excursion planners not completed for excursions.

- ☐ Audit looks at payments eg bus hire payments and is unable to match back to an excursion planner.
- ☐ No evidence of Principal approval (eg not approved in OneSchool Excursion Planner)

Common Audit Findings: Excursion Consent Forms



☐ Excursion Consent forms not retained

There is a disposal freeze on these forms and they are quite often kept by teachers and disposed of after the excursion.

☐ “Blanket” excursion consent obtained which is not specific enough.

For example “I give permission for my child to go on all local excursions in XYZ Community in 2022”

☐ Excursion Consent form template not used

A locally-designed consent form used does not include information about the activities being conducted. Eg We are going to XYX for a fun day of beach activities, when they are actually going fishing off of the jetty, using bait, hooks, etc.

Excursion Consent Form Template



Insert school letterhead

Excursion consent form – <insert name and date/s of excursion>

Privacy Statement

The Department of Education is collecting the personal information in this form in order to:

- obtain consent for the named child/student to participate in the excursion;
- help coordinate the excursion;
- respond to any injury or medical condition that may arise during or as a result of the excursion; and
- update school records where necessary.

The information will only be accessed by authorised departmental staff. The information will not be disclosed to any other person or agency unless we have your consent or we are required or authorised by law to do so e.g. in compliance with relevant [Queensland Chief Health Officer's Directions](#).

On <insert date/s>, we will be <insert excursion description> (the excursion) as part of our <insert program>. The aims of the excursion are <insert educational aims/learning outcomes/enrichment experience>.

Excursion details: <Outline all relevant details about the excursion. Provide sufficient information about the nature of the excursion and the activities involved so that informed consent can be provided>

As a minimum, this information should include:

- excursion details (e.g. date/s, arrival and departure times, location/s)
- description of the proposed destination
- proposed activities to be undertaken by the child/student during the excursion
- inherent risk level of the excursion (e.g. low/medium/high/extreme) and any risk management strategies that will be implemented (e.g. use of personal protective equipment, extra drink breaks during hot weather and emergency health equipment/kits)
- who will lead the excursion and supervision arrangements (e.g. group size, teacher-in-charge)
- if volunteers are required
- method/s of transport to be used (e.g. detail any travel arrangements during the excursion) Note: if using private transport, explicit consent must be provided to cover this. See [Private transport consent form](#)
- accommodation (if applicable)
- appropriate dress code for the excursion (e.g. list suitable clothing to be worn and any protective clothing that may be required such as hat or closed in shoes)
- [Student Code of Conduct](#) (for P-12 students only)
- any precautions to be taken (e.g. sunscreen, water bottles)
- any information relevant to students/children with disability (e.g. reasonable adjustments made, specialised or additional support) and/or medical and individual requirements (e.g. diabetes, asthma, travel sickness, allergies or anaphylaxis).>

<For excursions involving children in a kindergarten learning program, schools refer to their Kindergarten's policy/procedure (reflecting the [Excursions Policies and Excursions Procedures Guidelines](#)) and the following information must also be included in the consent form in order to meet the legislative requirements of the [Education and Care Services National Law \(Qld\)](#) and the [Education and Care Services National Regulations](#), specifically, Regulations 99-102:

- anticipated number of children who will attend the excursion
- anticipated ratio of educators to children during the excursion (according to age where relevant)
- anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion
- a risk assessment about the excursion is available for parents to access
- requirements for seatbelts or safety restraints under a law of the jurisdiction in which the children are being transported (if the excursion involves transporting children).>

Excursion costs: <Outline all costs and any refund policy (see the [excursions and camps](#) (DoE employees only) page for guidance)>

If you wish for your child/student to participate in the excursion, please complete this consent form and return all pages (including this page) to:

<Insert name of school's contact and contact details>

<Detail request for volunteer adult supervisors here if required>

For further information about the excursion, please contact <name of contact at school> on <insert telephone number and email>.

<Name of Principal>

Principal

<Name of school>

Uncontrolled copy: Refer to the Department of Education Policy and Procedure Register at <https://www.qld.gov.au/school-excursions-procedure> to ensure you have the most current version of this document.

Page 1 of 2



Department of Education

Excursion consent form – <insert name and date/s of excursion>

<DO NOT REMOVE THIS SECTION>

Activity risks and insurance

The Department of Education does not have personal accident insurance cover for children/students. If a child/student is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If the parent/carer has private health insurance, some costs may also be covered by your provider. Any other costs must be covered by the parent/carer. It is up to the parent/carer to decide the type/s and level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow the child/student to participate in this activity.

Consent

By signing this form, I agree to all the following statements:

- I have read all of the information contained in this form in relation to the excursion (including any attached material)
- I am aware that the department does not have personal accident insurance cover for children/students.
- I give consent for the named child/student, <insert child's/student's name> to participate in the identified excursion.
- I will pay to the school the costs detailed in this consent form for the child/student's participation in the excursion.
- I agree to and understand the refund policy as it applies to this excursion (see Excursion costs)
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment the child/student may reasonably require, including contacting their doctor.
- I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.
- I have provided the school with all relevant details of the child/student's medical or physical needs on registration/enrolment and where relevant have updated this information.
- I give consent for child/student contact information to be shared in relation to this excursion in compliance with relevant [Queensland Chief Health Officer's Directions](#).

Parent/Carer/Student*	Name:	
	Phone number:	
	Email address:	
	Signature:	Date:
Emergency contact information for this excursion	Name:	
	Phone number/s:	

<DELETE THIS SECTION IF USING THE STUDENT HEALTH INFORMATION - EXCURSIONS FORM>

Additional medical information

The school collected medical information about your child at registration/enrolment. This information is stored electronically in OneSchool. Please give full details of any new or updated medical information which may affect your child's full participation in the excursion described in the form.

You may also wish to update/provide the following optional information:

Name of child/student's medical practitioner: _____ Telephone No.: _____

Medicare No.: _____

Private Health Insurance Company (if applicable): _____ Membership No.: _____

*Students that are independent, mature-age or over 18 years of age may provide their own consent and be responsible for all related costs.

Uncontrolled copy: Refer to the Department of Education Policy and Procedure Register at <https://www.qld.gov.au/school-excursions-procedure> to ensure you have the most current version of this document.

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[Link](#)



- ☐ **Follow the Excursion Procedure**
- ☐ **Complete OneSchool Excursion Planner**
- ☐ **Ensure Excursion Consent Template is used**
- ☐ **Share Help Material with staff**

But what about the Fun Finance part

- ☐ The GST factor
- ☐ Costings for excursions/camps
- ☐ Invoicing tips in Excursion Planner

How much is the camp costing the school?



Remember we only recover from the students the cost to the school

When a supplier provides curriculum related services or goods, the school can claim a GST credit when the supplier charges GST to the school.

Example: Total Cost of Camp \$1020 (inc GST)

- 4 students attending
- The teacher may assume that the amount to be charged to each student is \$255 (\$1020 / 4)

However, as the total cost **includes** GST (which the school can claim back) it will only really cost the school **\$960 (or \$240 per student)**

So if we were to charge \$255 to the students we would be overcharging each student by \$15.



How much is the camp costing the school?

Remember we only recover from the students the cost to the school

When a supplier provides curriculum related services or goods, the school can claim a GST credit when the supplier charges GST to the school.

Cost details Expenditure type (based on quotes/estimates)	Gst free to school	Total cost Of item (incl gst)	Total gst Paid (and Claimed back)	Total Net cost To school
Meals	N	440	40	400
Camp Accommodation	Y	240		240
Bus	N	220	20.00	200
Activities	Y	120		120
Totals		\$1020	\$40	\$960



Can just tell the teachers not to include GST when they calculate the student cost?

No, under the GST Act we must charge GST on the food component of the excursion unless the 'nominal consideration' rule applies.

Example

If \$440 of the total cost was for food then the calculation would be:

Total Paid by school: \$440 (inc GST)

Total expense for school \$400 as GST is claimed back.

Total charged to student:

Food Component \$100 plus \$10 GST	\$110
Non-food component \$140 GST free	<u>\$140</u>
Total of invoice to student	\$250



So if we charged them \$250 didn't we make a profit?

No

School Paid

☐ School paid \$1020, \$60 being GST claimed back, **so total cost to school \$960.**

School Received

☐ School received from each student \$250, multiply by number of students (4), **total monies receipted into school \$1000**

GST Remitted to ATO

☐ The total GST to be remitted to the ATO is \$40 *(Total GST charged \$10 per student multiplied by 4 students)*

☐ So the **total revenue to the school for this camp is \$960**

The school breaks even.



So what does the **Nominal Consideration** rule mean when calculating camp costs to students?

Food costs charged to students are generally subject to GST.

EXCEPT WHEN

A school may be able to charge the food component as GST Free, **if** the amount of any subsidy is greater than 25% of the total camp cost.

Good News!



School Camp & Excursion GST Calculator

Finance Section of OneSchool Excursion Planner

School Camp & Excursion GST Calculator

[illegible]

Excursions: Calculating the Cost



DEMO

[Demo Link](#)

Excursions: Invoicing the Students

Finance Section of OneSchool Excursion Planner



Use the Excursion Calculator Figures to populate this section

Step 4 of 5

Excursion Details

Invoice Reference * Yr5Camp

Due Date * 12-Sep-2022 31

Excursion Type * ☒ Curriculum ☐ Recreational

Food Provision ☒

Total Cost * \$960.00

Sub Cost Centre * Excursions and Camps(400017)

Comment Please pay by 1 September 2022. Please note Bpoint payment option is available

Indicate if food is provided

Check cost centre is correct

Remember these comments will be printed on invoices

Cost Recovery

Subsidy Total \$0.00

Invoice ExGST Total \$960.00

Total Cost Recovered \$960.00

Subsidy Details

School Funds \$0.00

P&C Association \$0.00

Student Fundraising \$0.00

Other \$0.00

Total \$0.00

Nominal Consideration

! Schools can sell certain things as GST-free if the 'Nominal Consideration' criteria are met. If the total subsidy is greater than 25% of the total cost, then 'Nominal Consideration' applies. More information can be found [here](#).

Subsidy Percentage

Non Food Items GST Free ✓

Food Items GST Applies ⚠

Students (4)

Item	Line Item Description	Total ExGST	GST	Total IncGST
Non Food	Camp Accommodation, Bus Transfers and Activities	\$140.00	\$0.00	\$140.00
Food	Meals	\$100.00	\$10.00	\$110.00
Cost per Student			\$250.00	
Total for Students (4)			\$1,000.00	

Edit these descriptions to be meaningful

Excursions: Invoicing the Students

Finance Section of OneSchool Excursion Planner



This camp is being subsidised by 52.08% therefore the food is now GST free

Excursion Details

Invoice Reference *

Due Date *

Excursion Type * ☒ Curriculum ☐ Recreational

Food Provision ☒

Total Cost *

Sub Cost Centre *

Comment

Cost Recovery ✓

Subsidy Total

Invoice ExGST Total

Total Cost Recovered

Subsidy Details

School Funds

P&C Association

Student Fundraising

Other

Total

Nominal Consideration

! Schools can sell certain things as GST-free if the 'Nominal Consideration' criteria are met. If the total subsidy is greater than 25% of the total cost, then 'Nominal Consideration' applies. More Information can be found [here](#).

Subsidy Percentage 52.08% ✓

Non Food Items GST Free ✓

Food Items GST Free ✓

Students (4)

Item	Line Item Description	Total ExGST	GST	Total IncGST
Non Food	Camp Accommodation, Bus Transfers and Activities	\$65.00	\$0.00	\$65.00
Food	Meals	\$50.00	\$0.00	\$50.00
Cost per Student			\$115.00	
Total for Students (4)			\$460.00	

Questions, Sharing and Checking In



Lets double check we have answered your questions about excursions and camps

Did we deliver on what you wanted to get from today's session