



# INCURSIONS POLICY

## **Rationale:**

The school's incursion program enables students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community. Incursions complement, and are an important aspect of the educational programs offered at our school. An incursion is an activity that involves school visitors who provide a performance, lesson or service for students.

## **Aims:**

To reinforce, complement and extend the learning opportunities beyond the classroom.

To develop an understanding that learning is not limited to school and teachers, and that valuable and powerful learning is often achieved with other people and experiences.

## **Guidelines:**

All incursions must be approved by the Assistant Principal or Principal.

The Principal or Assistant Principal must approve incursions to ensure there are cost neutral and that they complement the curriculum and comply with all DET requirements.

All incursions will be attended by school staff to ensure appropriate supervision of students at all times. In the event of an accident or emergency the teacher in charge will be responsible for the administration of first aid, and will contact parents as appropriate. In the event that parents cannot be contacted, the teacher in charge will follow first aid and emergency policies as set out by the school.

All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.

All families will be given sufficient time to make payments for incursions. At the start of each term the excursion and activities charges will be sent home. Parents will be provided with incursion information on COMPASS. Student payments not finalized prior to the incursion will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager.

Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.

A designated "Teacher in Charge" will coordinate each incursion.

The Teacher in Charge must provide the General Office with a final student list. This list must also include the location of students not involved in the incursion. Students not attending the incursion will be provided with suitable alternative activities.

