



# INCURSION POLICY

## Policy Statement

The school's incursion program enables students to further their learning by complementing school programs with expertise and/or available resources from inside and outside the 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.

## Rationale

- 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.

## Implementation

### GUIDELINES FOR ACTION

- All incursions must be approved by the Assistant Principal or Principal.
- Staff wishing to organise an incursion must complete in draft form a planned proposal and lodge this for approval via Compass. All incursions must be approved at least two weeks prior to running. Where an incursion approval form has not been submitted, that incursion will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal who will consider the educational outcome of the incursion as well as the impact on the school for the proposed date.
- The Principal or Assistant Principal must approve incursions to ensure they are cost neutral and that they complement the curriculum and comply with all DET requirements.
- All incursions will be attended by school teaching staff to ensure appropriate supervision and safety of students at all times.
- 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 Assistant Principal. Decisions relating to alternative payment arrangements will be made by the Assistant Principal in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments and provide consent for incursions. Parents will be provided with permission forms and incursion information clearly stating payment finalisation dates through Compass. Student payments not finalised prior to the incursion will not be allowed to attend unless alternative payment arrangements have been organised.
- Teachers will be responsible for monitoring payments and office staff will be responsible for managing the payments made by parents and will provide teachers with detailed records on a regular basis.
- A designated "Teacher in Charge" will coordinate each incursion and will need to ensure that all staff, including specialists if applicable, are aware of made arrangements.
- Teachers must provide the 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.

Teachers need to be aware of student medical needs

## References

1. Student Health Guidelines, Department of Education and Training (DET).