

# 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.

## Aims:

- To reinforce, complement and extend 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:

- For the purpose of this policy, an incursion is an activity that involves school visitors who provide a performance or service for the students for a fee.
- The schedule of incursions, including costs, will be outlined to parents through the school newsletter, and will be updated on a needs basis.
- School Council will approve an 'Activities Levy' each year. Parents can bulk pay for the year's incursions or pay for individual incursions as they occur.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion, will be required to discuss their individual situation with the Principal. The Principal, on a case-by-case basis, will make decisions relating to alternative payment arrangements.
- All families will be given sufficient time to make payments for incursions. Parents will be sent notices before the incursion date reminding them of the need to finalise payment. Children whose payments have not been finalised prior to the incursion will not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- A designated 'Teacher in Charge' will coordinate each incursion.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending incursions.
- Students who do not attend incursions will be provided with suitable alternative activities.
- **The school will ensure that the provider has:**
  - A current Working with Children check
  - The necessary qualifications and expertise for the activity including expertise as outlined in the Safety Guidelines for Education Outdoors, for specific adventure activities
  - The appropriate experience for the age, maturity and skills of the students
  - The appropriate public liability insurance policy provided evidence that the group or technical equipment in use is in good condition and suitable for the activities undertaken

## Evaluation:

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

- This policy was last ratified by School Council in 2018.