INCURSION POLICY

Rationale

An incursion is an activity that involves school visitors who provide a performance, lesson or service for students. Kingsbury Primary School's incursion program enables students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community.

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 for action

- All incursions must be approved by the Principal.

- Staff wishing to organize an incursion must complete an incursion proposal form and lodge this for approval. 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 who will consider the educational outcome of the incursion as well as the impact on the school for the proposed date.

- The 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 staff to ensure appropriate supervision of students at all times. In the event of an accident or emergency the teacher in charge of medication 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 Principal. Decisions relating to alternative payment arrangements will be made by the Principal in consultation with the appropriate staff, on an individual basis.

- All families will be given sufficient time to make payments for incursions. Parents will be provided with permission forms and incursion information clearly stating payment finalization dates. Student without payment and permission forms not finalized prior to the incursion will not be allowed to attend unless alternative payment arrangements have been organized with the Principal.

- All parents currently holding a valid Health Care Card, will be encouraged to apply for the Camps, Sports & Excursions Fund (CSEF), which contributes $125.00 per student towards the cost of camps, sporting events or excursions/incursions.

- 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. A copy of this list should also be left in the office for administrative purposes.

- Students not attending the incursion will be provided with suitable alternative activities.

- Where applicable, students must have returned a signed permission note and payment to be able to attend the incursion.

- Only students who have displayed sensible, reliable behaviour at school will be permitted to participate in school incursions. Parents will be notified if their child is in danger of losing the privilege to participate in an incursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the organizing teacher. Both the parent and student will be informed of this decision prior to the incursion.

Evaluation:

This policy will be reviewed as part of the three-year cycle.

This policy was last ratified by School Council on March 23rd 2017

SC President Nigel Proctor