POLICY: INCURSION

PURPOSE:
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.

IMPLEMENTATION:
- All incursions must be approved by an assistant principal or 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 there are cost neutral and that they complement the curriculum and comply with all DoE requirements.
- All incursions will be attended by school staff to ensure appropriate supervision of students at all times.
- Where applicable, students must have parental approval provided on XUNO and payment to be able to attend the incursion.
- Class teachers via XUNO can see payment details to monitor attendance.
- A designated 'Teacher in Charge' will coordinate each incursion. The 'Teacher in Charge' must provide the office with the location of students not involved in the incursion.
- Only students that 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 and/or an assistant principal in consultation with the organizing teacher. Both the parent and student will be informed of this decision prior to the incursion.

ARRANGEMENTS FOR PAYMENTS:
- 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. Parents will be provided with permission forms and incursion information clearly stating payment finalization dates. Children whose payments have not been finalized by the incursion finalisation date will not be allowed to attend unless alternative payment arrangements have been organized with the business manager. Newly enrolled students will be exempted from the payment finalisation date.
- Office staff will be responsible for managing and monitoring the payments made by parents via XUNO.

TEACHER RESPONSIBILITIES:
- A designated 'Teacher in Charge' will coordinate each excursion.
- In the case where an incursion involves a particular class or year level group, the organizing teacher will

ensure that there is an alternative program available for those students not attending the incursion.

- Parents may be invited to assist in the delivery of incursions. The parents will require a Working with Children check (WWC).

DUTY OF CARE:

- Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- Be aware that an incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- Be aware that incursions require the teacher to fully comply with DoE guideline as set out in the Duty of Care Policy and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
- Arrangements will be made for students not attending the incursion to continue their normal program at school under supervision of another classroom teacher.

POLICY REVIEW AND APPROVAL:

Policy last reviewed	5/12/2023
Consultation	Consultation with and approved by school council
Approved by	James Bell, principal
Next scheduled review date	December 2027