

Marlborough Primary School

School Policies Manual



Incursions

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.

Aim:

- 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 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. 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 there are cost neutral and that they complement the curriculum and comply with all DEECD 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 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 finalisation dates.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis
- A designated "Teacher in Charge" will coordinate each incursion
- 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 organising teacher. Both the parent and student will be informed of this decision prior to the incursion

- Requests for refunds of payments for incursions need to be made in writing to the Principal. Each request for refund will be determined on a case by case basis by the Principal

Evaluation:

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

INCURSION APPROVAL APPLICATION

To be submitted to the team leader or the principal for approval as required by DEECD.

INCURSION:

DATE/S:

DETAILS: (who is visiting; what activity will take place)

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NUMBER OF STUDENTS:

WHO (group, year level, other - specify).....

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VENUE.....

PURPOSE OF INCURSION:

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COST PER STUDENT

OR

FUNDED BY (source of funds).....

ORGANISING STAFF MEMBER:

STAFF PROPOSED:

ARE ANY INCURSION SUPERVISORS OTHER THAN TEACHING STAFF: YES / NO

IF YES PLEASE LIST:

WORKING WITH CHILDREN CHECK HELD BY VOLUNTEERS? YES / NO

Signed:

Date: