



INCURSIONS POLICY AND PROCEDURES

STATEMENT OF PURPOSE:

The school's incursion program enables students to further their learning by complementing classroom programs with experts and resources from outside the immediate school community (external providers). Incursions 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 create a safe and positive environment whilst participating in incursions at school in which all staff assume responsibility for student wellbeing.
- 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:

- The incursions program is designed to enhance classroom learning and must have clearly identifiable links to planned learning opportunities.
- All incursions, planning and documentation must comply with DET requirements and be approved by the Principal/Assistant Principal.
- Proposals should be submitted six weeks in advance.
- All safety requirements must be considered and adequately resolved prior to the incursion.
- Unit leaders will liaise with the Business Manager and Assistant Principal regarding the planned incursion prior to any bookings being made.
- Once approved, the planned incursion can be booked and organised which will include costings, including GST obligations, activity schedule and purpose, parent notification and permission and Incursion Planning Form and the Notification of School Activity.
- All aspects of the incursion will be outlined to the parents/carers in writing including activity information, date, cost and a clearly stated payment finalisation date.
- Parents/carers 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/Assistant Principal, in consultation with the organising teacher. Both the parent/carer and the student will be informed of this decision prior to the incursion.
- An alternative education program will be provided for students not attending the incursion.
- All incursions will be attended by staff at Mandama to ensure appropriate supervision of students at all times.

EVALUATION:

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

Ratified at School Council Meeting held March 21st, 2016