



INCURSIONS

Tatura Primary School 1441

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.

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:

- All incursions must be approved by the Principal, ensuring that they complement the curriculum and comply with all DET requirements.
- School Council must approve all incursions. In doing so, School Council will determine a schedule of incursions for the school year, will ensure that all incursions are maintained at a reasonable and affordable cost, that they enhance the curriculum, and they comply with all DET requirements.
- School Council will determine an 'Incursions Levy' each year. The cost of incursions are included in the school levy.
- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their child/ren 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 Principal, on 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. Student payments not finalised prior to the incursion will not be allowed to attend unless alternative payment arrangements have been 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.
- The Teacher in Charge must provide the office with a final student list. This list must also include the location of students not involved in the incursion.
- Students who do not attend incursions 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 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 in consultation with the organising teacher. Both the parent and student will be informed of this decision prior to the 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.
- Consideration will be given to incursions occurring out of school hours so that other family members can be involved.

Evaluation:

This policy is to be reviewed as part of our school's three-year review cycle.

This policy was last ratified by School Council

2015