



**Glenroy Central
Primary School**

INCURSIONS POLICY

**Approved by School Council:
September 2015**

Review date: September 2018

Definition:

An incursion is an activity that involves school visitors who provide a performance or service for the students for a fee or non-fee.

Rationale:

The school's incursion program enables students to further their learning by complementing 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.

Aims:

- To reinforce, complement and extend learning opportunities beyond the learning environment.
- 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 Principal must approve all incursions. In doing so, the Principal will ensure that all incursions are maintained at a reasonable and affordable cost, that they complement the curriculum and they comply with all Department of Education requirements.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion, will be required to discuss their individual situation with the Principal. The Principal, on a case-by-case basis, will make decisions relating to alternative payment arrangements.
- All families will be given sufficient time to make payments for incursions. Children whose payments have not been finalised prior to the incursion will not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide teachers with detailed records on a regular basis.
- A designated 'Teacher in Charge' will coordinate each incursion.
- All incursions will be attended by staff at the school to ensure that appropriate staff are responsible for the 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 the parents cannot be contacted, the teacher in charge will follow first aid and emergency policies as set at by the school.
- Prior to the commencement of any planning relating to a proposed incursion, the Teacher in Charge must meet formally with the Principal, to present a planning summary, (Appendix 1) to discuss the proposed activity and to seek 'in principle' support for the event.
- The Teacher in Charge must also submit a Proposed Costing & Approval Form to the Business Manager (Appendix 2).
- Prior to any child attending an incursion, parents/guardians must have provided the school with a signed permission form.
- 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.
- The school's emergency management procedures will ensure visitors, visiting performers or presenters within the school at the time of any emergency drill will be recognised and be appropriately catered for.
- Students who do not attend incursions will be provided with suitable alternative activities.

Evaluation:

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

Appendix 1: Incursion Planning Summary

The following planning summary provides an overview of the issues that should be considered before undertaking detailed planning of an incursion. This summary is most useful when used in the initial stages of planning for the proposed activity or program and before bookings are made and dates are confirmed. It can also be applied as a final check before the program commences.

Purpose

What are the educational benefits students will gain from attending the incursion and how is it related to the school's curriculum?

Environment

Where will the incursion take place? What other resources are required?

Activities

The activities undertaken as part of the program should support the educational purpose.



Appendix 2: Proposed Incursion: Costing /Approval Form for the Principal/Business Manager

(To be completed by the person responsible at least 4-5 weeks prior to activity)

Year Level: _____

Teacher Responsible: _____

Activity: _____

Date/s: _____

Number Attending:

Students	Integration Students	Teachers	CRT Required	Integration Aides	Parents/Carers – must have Police/WWC check

Total Number of Students: _____

Total Number of Adults: _____

ADDITIONAL INFORMATION

BLURB FOR PARENT NOTICE *(Please type in after proposal discussion with Principal)*

Office Section:

Business Manager's costing per student: _____

Parent notice to be distributed to Year Level: _____

Money and permission slips returned to school by: _____

Principal's Signature of Approval: _____ Date: _____