

# INCURSION POLICY

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## 1. 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, but within the school setting.

## 2. AIMS:

- 2.1 To reinforce, complement and extend learning opportunities beyond the classroom.
- 2.2 To develop and understanding that learning is not limited to school and teachers, and that valuable and powerful learning is often achieved with other people and experiences.

## 3. IMPLEMENTATION:

- 3.1 The Principal/Assistant Principal is responsible for the approval of all incursions.
- 3.2 A designated 'Teacher in Charge' will coordinate each incursion. The teacher in charge is responsible for all bookings and confirmation of bookings.
- 3.3 Costs (if applicable) and numbers should be worked out and presented to the Business Manager for costing approval.
- 3.3 Parents/guardians to be given adequate notice regarding an incursion.
- 3.4 Prior to any student attending an incursion involving payment, parents/guardians must have provided to the school a signed permission form and must have paid the costs involved.
- 3.5 The teacher in charge should ensure correct ratio numbers between students, teachers and adults is considered. All parents helping to have Working with Children Checks.
- 3.6 Prior to the incursion, the teacher in charge must complete an Incursion Checklist Form (available from the office) and leave at the office on the day of the incursion.
- 3.6 Teacher in charge should organise any cheques for payment (if necessary) prior to the incursion day.
- 3.7 Students will be required to wear full school uniform to all incursions unless advised differently.
- 3.7 Arrangements should be made for children not attending the incursion.
- 3.8 Children who regularly misbehave or are suspended may lose the privilege of participating. Parents will be notified in advance.
- 3.9 Staff are encouraged to limit incursions to one per term.

## 4. EVALUATION:

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