



Willow Grove Primary School

INCURSION POLICY

PURPOSE:

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 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.

GUIDELINES FOR IMPLEMENTATION:

1. All incursions must be approved by the Principal and any staff member wanting to organise any incursions must gain permission from the Principal. All incursions must be approved at least two weeks prior to running.
2. 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.
3. 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 or Business Manager. Decisions relating to alternative payment arrangements will be made by the Principal in consultation with the appropriate staff, on an individual basis.
4. 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 finalization dates. Student payments not finalized prior to the incursion will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager.
5. Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.
6. A designated "Teacher in Charge" will coordinate each incursion.
7. The Teacher in Charge must provide the General Office with a final student list. This list must also include the location of students not involved in the incursion. A copy of this list should also be posted on the staff noticeboard to ensure all staff are kept well informed.
8. Students not attending the incursion will be provided with suitable alternative activities.
9. Where applicable, students must have returned a signed permission note and payment to

be able to attend the incursion.

10. Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school incursions as per our Behaviour Management Policy. 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.

DUTY OF CARE:

1. The designated teacher in charge has ultimate responsibility for all students in their care. Be aware that an incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities. The duty of care cannot be delegated to a third party.
2. External education providers must have appropriate certification. It is the responsibility of the designated teacher in charge to ensure that any providers running incursions comply with our schools policies, including the need to have a valid Working with Children check.
3. Arrangements will be made for students not attending the incursion to continue their normal program at school under supervision of another classroom teacher or education support member.

EVALUATION AND REVIEW

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

Ratified at school council meeting held

INCURSION APPROVAL FORM

The following form is provided as a template to be used by staff as deemed necessary.

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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ARRANGEMENTS FOR STUDENTS NOT ATTENDING:

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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:

IF NOT STAFF, ARE THEY TO BE PAID? YES / NO

WORKING WITH CHILDREN CHECK HELD BY VOLUNTEERS? YES / NO

Signed:

Date: