

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.
- Incursions will be included in the Excursion levy paid at the beginning of the year. CSEF will be utilised for those with a Health Care Card.
- Office staff will be responsible for managing CSEF and will provide teachers with detailed records on a regular basis.
- As stated in our Parent Payment Policy all students will be included in incursions and not excluded for financial reasons. Parents experiencing financial difficulties should follow the Parent Payment Policy process.
- Before the incursion occurs, information will be sent home regarding the incursion and the connection with the curriculum, in particular the Investigations program.
- A designated 'Teacher in Charge' will coordinate each incursion.
- A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- The school's emergency management procedures will ensure that visitors, visiting performers or presenters within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

Evaluation:

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