

INCURSION POLICY

RATIONALE:

Findon's incursion program enables students to further their learning and social skill development within the school setting. Incursions and special events complement, and are an important aspect of the educational programs offered at our school. An incursion is defined as any activity run by an outside agency within the school grounds.

AIMS:

- To reinforce, enrich, complement and extend powerful learning opportunities beyond the classroom
- To develop student relationships within the school environment
- To develop student knowledge, curiosity and understanding across all curriculum areas

IMPLEMENTATION:

- Each incursion or special event will be coordinated by the Learning Team Leader or a nominated staff member
- Incursions and special events are to be advertised well in advance
- Incursions and special events are to be spread as evenly throughout the year with the goal of keeping the costs to a minimum, to encourage greater participation
- Incursions and excursions involving costs will be limited to a maximum of two per term (where possible)
- The designated Teacher in Charge of each incursion will ensure that they follow the processes and complete all related incursion activity forms that comply with Department of Education and Training (DET) guidelines and incursion regulations
- The team leader/nominated coordinator, must submit a forward planning document to the Principal and/or Assistant Principal, before proceeding with final arrangements and booking. This document is retained in the Special Events folder
- Incursion notices are to be sent home at least two weeks prior to the final day for payment. Final payment of incursion is to be one week prior to the date of activity
- Costs of the incursion will be the responsibility of parents and caregivers, through the excursion levy where applicable
- Parents experiencing financial difficulty, will be required to discuss their individual situation with the Principal
- Office staff will be responsible for managing and monitoring the payments made by parents/caregivers and will provide classroom teachers with detailed records on a regular basis
- Only students who have displayed behaviour in line with our Findon values will be invited to participate in school incursions. Parents will be notified if their child is in danger of losing their invitation to participate in an incursion due to unacceptable behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the organiser
- The correct ratio of teachers must always be in attendance during the incursion and follow DET Duty of Care and Child Safe Guidelines
- Students who do not attend incursions will be provided with suitable alternative activities

EVALUATION:

This policy will be evaluated as part of the school's three year review cycle.

REFERENCE:

Excursions and Camp policy