

## INCURSION POLICY

### **RATIONALE:**

Findon's incursion program provides a whole school sequential program that enables students to further their learning and social skills 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 and extend powerful learning opportunities beyond the classroom.
- To develop a student/peer relationship within the school environment.
- To develop student knowledge, curiosity and understanding across all curriculum areas.

### **IMPLEMENTATION:**

- Incursions will be directly linked to the delivered curriculum and it is expected that all students will attend.
- 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 planned in advance and have direct links to the learning sequence and spread evenly throughout the year.
- 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 DET guidelines and incursion regulations.
- A Forward Planning incursions/special events proforma to assist with the planning is to be completed by the team leader and retained in the special event folder. The before proceeding with final arrangements, is responsible for organising all arrangements.
- Teacher in Charge must seek approval from the Principal/School Improvement Team before proceeding with final arrangements.
- 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.
- All costs of the incursion will be met by the excursion levy which is the responsibility of parents and caregivers. If parents and caregivers have elected not to pay the excursion levy, the incursion will need to be paid for one week prior to the date of activity.
- Parents experiencing financial difficulty, who wish for their child to attend an incursion, 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.
- Incursions and excursions involving costs will be limited to a maximum of one per term (where possible).
- The correct ratio of teachers must always be in attendance during the incursion.
- 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