

INCURSIONS

POLICY

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. 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 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.

Implementation:

- For the purpose of this policy, an incursion is an activity that involves school visitors who provide a performance or service for the students for a fee.
- The schedule of incursions, with costs, will be distributed in the Summary of Charges information sheet provided to parents at the beginning of the school year and/or on enrolment.
- All families will be given sufficient time to make payments for incursions. Parents will be sent notices before the incursion date reminding them of the need to finalise payment. Children whose payments have not been finalised prior to the incursion will not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- A designated 'Teacher in Charge' will coordinate each incursion.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending incursions.
- Students who do not attend incursions will be provided with suitable alternative activities.

Evaluation:

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

This policy was last ratified by School Council in....

August 2014