

Incursion Policy

St Albans East Primary School

Date: September 2015



Rationale	<p>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.</p>
Aim	<ul style="list-style-type: none">• 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.
Implementation	<ul style="list-style-type: none">• Expectations<ul style="list-style-type: none">○ All incursion planning must begin at least 4 weeks prior.○ Before approval can be sort an incursion checklist must be completed.○ To obtain approval an incursion planner must be completed along with all costings and approved by the Business Manager and Principal.○ Once approval is granted the final booking can be made.○ At the completion of the incursion a final profit and loss statement must be completed in conjunction with the Business Manager.○ Teachers are to be aware of the minimum supervision ratios and all student safety requirements.○ For all incursions parents should be notified of the incursion at least 3 weeks prior, with at least 2 weeks to pay.○ Office staff will be responsible for managing and monitoring payments made by parents and will provide teachers with detailed records weekly.○ If there are students that have not paid or an arrangement has not been made 72 hours prior to the incursion the teacher will attempt to contact parents via phone to arrange payment.○ Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school incursions. 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. The decision to exclude a student will be made by the Principal and Assistant Principal in consultation with the organising teacher. Both the parent and student will be informed of this decision prior to the incursion.○ Students not attending the incursion will be placed in another class and have an appropriate learning program provided by the classroom teacher.
Evaluation	<p>This policy will be reviewed as part of the three-year review cycle</p>
Review Year	<p>2018</p>

