



## Glenferrie Primary School 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. An incursion is an activity that involves school visitors who provide a performance, lesson or service for students.

### Aims:

- 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.

### Guidelines:

- All incursions must be approved by the Assistant Principal or Principal.
- Staff wishing to organise an incursion must complete an incursion proposal form and lodge this for approval. All incursions must be approved at least two weeks prior to running. Where an incursion approval form has not been submitted, that incursion will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal who will consider the educational outcome of the incursion as well as the impact on the school for the proposed date.
- The Principal or Assistant Principal must approve incursions to ensure they are cost neutral and that they complement the curriculum and comply with all DET requirements.
- All incursions will be attended by school staff to ensure appropriate supervision of students at all times. In the event of an accident or emergency the teacher in charge will be responsible for the administration of first aid, and will contact parents as appropriate. In the event that parents cannot be contacted, the teacher in charge will follow first aid and emergency policies as set out by the school.
- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for incursions. Parents will be provided with permission forms and incursion information clearly stating payment finalisation dates. Student payments not finalised prior to the incursion will not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.
- A designated "Teacher in Charge" will coordinate each incursion.
- The "Teacher in Charge" must provide the General Office with a final student list. This list must also include the location of students not involved in the incursion.
- Students not attending the incursion will be provided with suitable alternative activities.
- Where applicable, students must have returned a signed permission note and payment to be able to attend the incursion.
- 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 or Assistant Principal in



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consultation with the organising teacher. Both the parent and student will be informed of this decision prior to the incursion.

### **Duty of Care:**

#### **Incursions**

- Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- Be aware that an incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- Be aware that incursions require the teacher to fully comply with DET guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
- Be aware that incursions require the teacher to ensure that the venue adheres to DET guidelines.
- Be aware that school policy is for students to be counted and at other times on a regular basis whilst participating in the incursion.
- Arrangements will be made for students not attending the incursion to continue their normal program at school under supervision of another classroom teacher.



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#### INCURSION FORM.

*This form must be completed for all excursions including those in the local area. The form must be at the office a minimum of ten days before the incursion (except for local excursions)*

Grade (s): \_\_\_\_\_ Organising Teacher (s): \_\_\_\_\_

<b>1. Description of Incursion.</b>	<b>Type:</b>  <b>Venue:</b>  <b>Date and Times:</b>
<b>2. Risk areas of Incursion.</b>	
<b>3. Educational aims/topic.</b>	
<b>4. Proposed follow up activities.</b>	
<b>5. Students and Grades Participating:</b>	<b>Grade(s):</b> _____  <b>Total No. of Students:</b> _____
<b>6. Names of students not participating.</b>	<b>Provisions made:</b>
<b>7. Supervision:</b>	<b>List all teachers, parents, aides (min ratio 1:20)</b>



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<b>8. Responsibilities</b>	<b>Leader:</b> _____ <b>First Aid:</b> _____ <b>Phone:</b> _____ <b>Emergencies:</b> _____ <b>Permission form:</b> _____ <b>Other:</b> _____
<b>9. Financing the excursion:</b> Copies of any order forms for any accounts must be attached. A tax invoice for all expenses must be obtained.	<b>Total Cost of Incursion</b> \$..... <b>Cost per Child</b> \$.....
<b>10. Information to Parents.</b>	<b>A draft copy of the letter to be sent home to parents, and other information you are providing.</b>
<b>11. Yard duty arrangements:</b> List times of yard duty, and the names of replacement teachers.	
<b>12. Approval:</b>	<div style="display: flex; justify-content: space-between;"> <span><b>Yes</b></span> <span><b>More Information</b></span> <span><b>No</b></span> </div> <b>Principal/Assistant Principal</b>  <b>Date:</b>