

INCURSIONS POLICY

1. PURPOSE:

Chatham Primary School fosters a supportive and engaging learning environment which aims to develop motivated students who exhibit positive attitudes to learning. We acknowledge the unique abilities of every child and encourage an inquisitive approach to learning to assist students to reach their academic, social, emotional and physical potential. To this end the school recognises that incursions are an important aspect of our educational programs on offer as they serve to complement and extend personal and classroom learning. We also understand that learning is not limited to school and teachers, and that valuable and powerful learning is often achieved with other people and experiences.

(An incursion is an activity that involves school visitors / external providers who provide a performance, lesson, program or service for students on site.)

2.0 GUIDELINES FOR ACTION

2.1 All incursions must be approved by the Principal or Assistant Principal.

2.2 A designated Teacher in Charge will coordinate each incursion.

2.3 Staff wishing to organize 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.

When booking an incursion, staff must ensure that the proposed venue / space within the school adheres to DET guidelines.

2.4 The Principal or Assistant Principal must approve incursions to ensure there are cost neutral and that they complement the curriculum and comply with all DET requirements.

2.5 A teacher must be present at all times and remain the person designated with duty of care responsibilities during any incursion.

Incursions with an external provider does not absolve supervision duties of the teacher, including first aid duties. 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.

2.6 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.

2.7 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 finalization dates. Student payments not finalized prior to the incursion will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager.

2.8 Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.

2.9 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.

2.10 Where applicable, students must have returned a signed permission note and payment to be able to attend the incursion.

2.11 Where applicable, incursion notes to include a weblink for more information about external provider.

2.11 Students not attending an incursion will be provided with suitable alternative activities, under the supervision of another classroom teacher.

INCURSION APPROVAL APPLICATION

To be submitted to the Principal Class for approval.

INCURSION:

DATE/S:

DETAILS: (who is visiting; what activity will take place)

.....
.....

WEBLINK (to go on consent form):

NUMBER OF STUDENTS:

WHO (group, year level, other - specify).....

.....

VENUE.....

PURPOSE OF INCURSION:

.....
.....

COST PER STUDENT.....

OR

FUNDED BY (source of funds).....

ORGANISING STAFF MEMBER:

STAFF PROPOSED:

ARE ANY INCURSION SUPERVISORS OTHER THAN TEACHING STAFF: YES / NO

IF YES PLEASE LIST:

IF NOT STAFF, ARE THEY TO BE PAID? YES / NO

WORKING WITH CHILDREN CHECK HELD BY VOLUNTEERS? YES / NO

Signed:

Date: