



## Incursion Policy

### Rationale

The school's incursion program enables students to further their learning and social skills development by bringing extra-curricular learning and experiences into the school setting. Incursions complement, and are an important aspect of the educational programs offered at our school. For the purpose of this policy, an incursion is an activity that involves school visitors who provide a performance, presentation or service for the students.

### Aims

- To reinforce, complement and extend learning opportunities beyond the regular classroom program.
- 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.

### Actions

#### Planning

- Where possible, parents/carers are to be notified of incursions via the term newsletter, distributed at the beginning of each term, and will be updated on a needs basis.
- A designated 'Teacher in Charge' will coordinate each incursion.
- Students who do not attend incursions will be provided with suitable alternative activities.
- In the event of an incursion being cancelled, every attempt will be made to reschedule.
- 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.

#### During

- Teachers/Supervising Staff will maintain direct supervision of students.

#### Cost

- Incursions are classified as an 'optional' educational item that is provided in addition to the standard curriculum program which are offered to all students. These optional extras are provided on a 'user pays' basis.
- All families will be given a minimum of two weeks to make payments for incursions. Non-payment may result in non-attendance.
- 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.
- Keep costs of incursions to a minimum: all incursions will be priced with the aim of being as inexpensive as possible while still providing sound educational outcomes.
- Parents/carers with financial difficulties will be encouraged to make a private arrangement with the Principal or Business Manager so that their child is able to attend. Payment plans will be offered.
  - *If payment is not made by a parent/carer, and no arrangement is made with the Principal or Business Manager, their child will not attend the incursion.*
- All costs are non-refundable.
- 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 only after consultation between the Principal, classroom teacher and parents. Both the parent and student will be informed of this decision prior to the incursion.

Review

This policy will be reviewed as part of the RGLPS review cycle.