

---

**THE PATCH PRIMARY SCHOOL**

---

**Incursions****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.
- School Council must approve all incursions. In doing so, School Council will determine a schedule of incursions for the school year, will ensure that all incursions are maintained at a reasonable and affordable cost, that they complement the curriculum, and they comply with all Department of Education requirements.
- The schedule of incursions, including costs, will be distributed as early in the year as possible in an edition of the school newsletter, and will be updated on a needs basis.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion, will be required to discuss their individual situation with the Principal. The Principal, on a case-by-case basis, will make decisions relating to alternative payment arrangements.
- 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 and teachers 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.
- Prior to any child attending an incursion, parents/guardians must have provided the school with a signed permission form.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide informed consent for their children to attend incursions.
- Students who do not attend incursions will be provided with suitable alternative activities.
- If appropriate, consideration will be given to incursions occurring out of school hours so that other family members can be involved.

**Evaluation:**

- This policy was originally formed, and will be reviewed in consultation with all members of the wider community (all staff, parents, students, and interested members of the community) as part of the school's five - year review cycle.

Principal



School Council President

