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| <b>Bundoora Primary<br/>School<br/>Policy Manual</b> | <b>CURRICULUM POLICY<br/>Incursions</b> | <b>Last ratified by School<br/>Council in:<br/>October 2014</b> |
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*If further information is required, please refer to the DEECD Guidelines.*

## **1. VISION**

- 1.1 To reinforce, complement and extend learning opportunities beyond the classroom.
- 1.2 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.

## **2. ACTION**

- 2.1 For the purpose of this policy, an incursion is an activity that involves school visitors who provide a performance or service for the students.
- 2.2 The schedule of incursions, including costs, will be distributed each term in class area newsletters, and will be updated on a needs basis.
- 2.3 All endeavours will be made to include students whose family may be experiencing financial difficulty, for their children to attend an incursion. The Principal, on a case-by-case basis, will make decisions relating to alternative payment arrangements.
- 2.4 All families will be given a minimum of two weeks to make payments for incursions. Parents will be sent notices or advice by email or the school app, before the incursion date reminding them of the need to finalise payment if required. Non-payment may result in non-attendance. Children whose payments have not been finalised prior to the incursion will not be allowed to attend unless alternative payment arrangements have been previously organised with the Principal.
- 2.5 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.
- 2.6 A designated 'Teacher in Charge' will coordinate each incursion.
- 2.7 Information will be made available to parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending incursions.
- 2.8 Students who do not attend incursions will be provided with suitable alternative activities.
- 2.9 Consideration will be given to incursions occurring out of school hours so that other family members can be involved.

## **3. REVIEW**

The *Incursions Policy* will be reviewed regularly, as part of the school's policy review process.