

## INCURSION POLICY (2027)



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the Morang South Primary School office on 9404 1548.

### PURPOSE

To outline to our school community Morang South Primary School's policy requirements relating to school incursions.

### SCOPE

This policy applies to students in all year levels and staff responsible for organising and coordinating incursions at Morang South Primary School.

### 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 standard educational programs offered at our school. An incursion is an activity that involves school visitors who provide a performance, lesson or service for students.

### DEFINITIONS

**Incursions** are an external expert and/or program that are hired to present or run activities at the school, with the students, to further enhance student learning.

### POLICY

- All incursions must be approved by the Principal to ensure they are cost neutral and that they complement the curriculum and comply with all DET requirements.
- All incursions must be approved at least four weeks prior to running.
- Where an incursion event form has not been submitted to the Principal through Compass, the Principal may determine that an incursion may not run, dependant on circumstance.
- All incursions will be attended by school staff to always ensure appropriate supervision of students. 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 families will be given time to make payments for incursions. Parents will be provided with permission forms and incursion information clearly stating payment finalisation dates. Students whose payments are not finalised prior to the incursion will **not be allowed** to attend unless alternative payment arrangements have been organised with the Principal or Delegate.

- Permission and payments for incursions will be made online through the Compass platform.
- A designated “Teacher in Charge” will coordinate each incursion.
- A final list of the students involved will be available to the Office on Compass. The Teacher in Charge must provide the Office with list of the location of students not involved in the incursion.
- Students not attending the incursion will be provided with tasks related to the curriculum.

## SHARED EXPECTATIONS AND RESPONSIBILITIES

Responsibilities and expectations for the Teacher in Charge at Morang South Primary School are to:

- Seek approval from the Principal for the incursion 4 weeks prior to incursion
- Coordinate with external company
- Set up an Event on Compass
- Notify parents of incursion, regarding permission and payment
- Supply the office with the location of students that **are not** attending the incursion

Responsibilities and expectations for the teachers at Morang South Primary School are to:

- Monitor student permissions and payments
- Attend and supervise students during the incursion

Responsibilities and expectations for **students** are:

- to inform parents of upcoming incursion

Responsibilities and expectations for **parents/carers** are:

- provide payment and permission via the Compass platform
- contact classroom teacher with any questions or concerns

## SUPPORT FOR STUDENTS AND PARENTS/CARERS

All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who would like their children to attend an incursion, are invited to discuss alternative arrangements with the Principal or Delegate. Decisions relating to alternative payment arrangements will be made by the Principal or Delegate in consultation with relevant staff, on an individual basis.

## COMMUNICATION

Parents/Carers will be notified of, make payments and give permission to incursions through the Event component of the Morang South Primary School Compass platform.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2023
Approved by	Principal
Consultation with School Council	26/04/2023
Next scheduled review date	February 2027