

SAFETY and WELFARE of STUDENTS LEARNING with an EXTERNAL PROVIDER POLICY and PROCEDURES

INCUSIONS POLICY and PROCEDURES

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.
- AIC must approve all incursions. In doing so, AIC 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 incursions, including costs, will be notified to parents as soon as possible.
- To assist in payment, parents have an opportunity to sign over their 'EMA' cheque if applicable.
- 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 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 an informed consent to their children attending incursions.
- Students who do not attend incursions will be provided with suitable alternative activities.
- Consideration will be given to incursions occurring out of school hours so that other family members can be involved.

Evaluation:

This policy is to be reviewed as part of our school's three-year review cycle.