



SHERBOURNE PRIMARY SCHOOL INCURSION POLICY

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. An incursion is an activity that involves school visitors who provide a performance, lesson or service for students.

AIMS

- To reinforce, complement and extend the 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.

GUIDELINES FOR ACTION

- All incursions must be approved by the Principal
- A designated 'Teacher in Charge' will co-ordinate each incursion
- The teacher in charge of the incursion must complete an incursion proforma form and lodge this at the office. All incursions must be approved at least two weeks prior to running
- The cost of an incursion should be included in the Term planner
- Notification to parents of the incursion including details should be published via Compass at least a week prior to the incursion taking place
- Families without access to the internet will be provided with a paper copy
- All incursions will be attended by school staff to ensure appropriate supervision of students at all times
- Parents and others who volunteer to assist with an incursion must have viewed and signed the SPS Child Safe Code of Conduct and have a current Working With Children Check.
- Providers of services for incursions must report to the office and observe the school's sign in and sign out procedures. They must wear a "Visitor's Badge" and observe the school's Occupational and Safety Procedures.
- Students not attending the incursion will be provided with suitable alternative activities
- Where applicable, families must have completed permission forms and payment to be able to attend the incursion
- Given duty of care responsibilities and Student Code of Conduct expectations, the Principal may exercise discretion in allowing students to participate in incursions.

EVALUATION

This policy will be reviewed as part of the three-year review cycle

This policy was endorsed by School Council	November 2016
Due for review:	November 2019