

Incursions Policy and Procedure

Purpose

Incursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and social skills development with experts and resources from outside the immediate school community. Incursions complement, and are an important aspect of, the educational programs offered at Lysterfield Primary School. An incursion is an activity that involves school visitors who provide a performance, lesson or service to 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.

IMPLEMENTATION

- Year Level Teams, as part of their planning, are responsible for choosing incursions relevant to the units being currently studied in their levels.
- Year Level Teams planning an incursion must complete an Excursion & Incursion Activity Planning Form (Appendix A) and lodge with the Business Manager for costing at least 4 weeks prior to activity. Once completed this form is passed to Assistant Principal. The Principal or their nominee(s) approve all incursions.
- All incursions will be attended by school staff to ensure appropriate supervision of students at all times. 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.
- Students will not be excluded from an incursion for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for incursions. Parents will be provided with permission forms and incursion information clearly stating payment finalization dates.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.
- The Teacher in Charge must provide the General Office with a final student list. This list must also include the location of students not involved in the incursion.
- Students not attending the incursion will be provided with suitable alternative activities.
- Students must have returned a signed permission note and, where applicable, payment to be able to attend the incursion.

DUTY OF CARE

- Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- An incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- Be aware that incursions require the teacher to fully comply with DEECD guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
- Be aware that incursions require the teacher to ensure that the venue adheres to DEECD guidelines.

APPENDIX A



Excursion & Incursion Activity Planning Form

This form is to be completed by the organizer and handed to the Business Manager at least 4 weeks prior to the date of the activity and the notice being typed.

Name of Activity: _____

Teacher responsible for organizing the activity: _____

Teacher in charge on day: _____

Mobile Contact Number: _____

Destination: _____

When: Day: _____ **Date:** _____

Times: Departure: _____ **Return:** _____

Adults Attending:

STAFF	PARENTS
_____	_____
_____	_____
_____	_____

CLASSES INVOLVED	
Class	No. of Children
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Number of Children:	

Arrangements for children not attending

COSTS {Including any CRT replacement, photos etc}.		All costs ex GST
Variable Costs	Fixed Costs	Calculations
_____ \$ _____	_____ \$ _____	
_____ \$ _____	_____ \$ _____	
Total \$ _____	Total \$ _____	Proposed Charge per Child: \$ _____

TRANSPORT

Company: _____ **Number of Buses:** _____

Phone: _____ **Contact Name:** _____

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Excursion/Incursion Planner Check List

Excursion/Incursion name _____ Excursion/Incursion date _____ <input type="checkbox"/> Verify date suitability with AP or Office <input type="checkbox"/> Activity planning form costing to Office 4 weeks prior to event <input type="checkbox"/> Notice Checked By Office (at least 3 days prior to distribution allowing a further 2 weeks prior to activity} <input type="checkbox"/> Signed by Teacher & Assistant Principal <input type="checkbox"/> Venue Booked <input type="checkbox"/> Buses (with seatbelts) Booked <input type="checkbox"/> Payment Requirements Organised <input type="checkbox"/> Staff/Student Ratio Met <input type="checkbox"/> Consider blend of inexperienced and experienced teachers eg leading teachers <input type="checkbox"/> Integration Aide/s Organised <input type="checkbox"/> Draft Notice - Admin. Approval <input type="checkbox"/> Parent Notices Sent Home <input type="checkbox"/> Parent Helpers Arranged {WWCC required} <input type="checkbox"/> Name Tags Organized (for Prep –Grade 2 compulsory & special needs students). <input type="checkbox"/> Special Needs Students catered for i.e. access, ramps, (wheelchair access on bus)	<p><u>Notify</u></p> <input type="checkbox"/> Assistant Principal <input type="checkbox"/> Office <input type="checkbox"/> Specialist <input type="checkbox"/> Class teachers of timetable changes <input type="checkbox"/> Classroom Helpers <input type="checkbox"/> Integration Aides <input type="checkbox"/> Guidance Officer <input type="checkbox"/> Speech Pathologist <input type="checkbox"/> Occupational Therapist & Others <input type="checkbox"/> CRE Instructors <input type="checkbox"/> Canteen <input type="checkbox"/> School Nurse <input type="checkbox"/> Yard Duty Swaps Arranged <input type="checkbox"/> Arrangements made for children not attending
<p style="text-align: center;"><u>Contact School Nurse</u></p> <input type="checkbox"/> First Aid Bags Organized <input type="checkbox"/> Medication Organized <input type="checkbox"/> Medical Forms Collected if Applicable <input type="checkbox"/> Asthma Emergency Plans Organized	

<p><u>DAY BEFORE</u></p> <input type="checkbox"/> Confirm Booking <input type="checkbox"/> Confirm Transport <input type="checkbox"/> Confirm Arrangements for Non-Participants <input type="checkbox"/> Groups Arranged <input type="checkbox"/> Helpers Reminded <input type="checkbox"/> Permission Notes Collected	<p><u>BEFORE YOU LEAVE</u></p> <input type="checkbox"/> Emergency Contact Numbers given to Office <input type="checkbox"/> Enter in Intranet <input type="checkbox"/> Mark Attendance Roll <input type="checkbox"/> Permission Notes <input type="checkbox"/> List of children not attending and where they will be <input type="checkbox"/> First Aid Kits <input type="checkbox"/> Medication <input type="checkbox"/> Travel Sickness Tub <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Sign Out at Office (Teachers and Parent Helpers)
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<p><u>WHEN YOU RETURN</u></p> <input type="checkbox"/> Mark Roll <input type="checkbox"/> Give office a list of children who didn't attend the activity <input type="checkbox"/> Bring all permission notes to the office to be archived	<input type="checkbox"/> Sign back in at office {teachers and parent helpers}
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PLEASE NOTE: Consider these points when organizing an excursion.
 Bus Ratio (1 Adult to 20 Children) Capacity (60 Bodies plus 8 adults—this is law)
 Price of seat belted Bus/Buses
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