

Purpose

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.
- To ensure the incursion is compliant with Child Safety Standards 2 and 4.

Implementation

- All incursions must be approved by the Principal or their nominee, in order to ensure the event is cost neutral, complement the curriculum and comply with all DET requirements.
- Staff wishing to organise an incursion must complete an incursion proposal form and lodge this for approval (Refer to Appendices). **All incursions must be approved at least four weeks prior to running.** Where an incursion approval form has not been submitted, that incursion will not run, unless special circumstances are pending. This decision will be made by the Principal who will consider the educational outcome of the incursion as well as the impact on the school for the proposed date.
- All external providers must have a valid Working With Children's Check. This must be copied and kept in the central file in the office when first coming onsite.
- 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.
- All efforts will be made not to exclude students simply for financial reasons. Parents/carers experiencing financial difficulty, who wish for their child to attend an incursion, are invited to discuss alternative arrangements with a member of the Principal Class team or classroom teacher. Decisions relating to alternative payment arrangements will be communicated to 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 finalisation dates. Children whose payment has not been finalised at least 24 hours prior to the event date will not be allowed to attend unless alternative payment arrangements have been approved and organised with the Business Manager.
- Classroom teachers will be responsible for monitoring payments made by parents. Office staff will provide organising teachers with detailed records and information regarding payments made by parents.

Implementation *(continued)*

- Classroom teachers will be responsible for monitoring payments made by parents. Office staff will provide organising teachers with detailed records and information regarding payments made by parents.
- All notices, permission to attend and payments relating to an incursion, will be made available via Compass.

Teacher responsibilities

- A designated "Teacher in Charge" will coordinate each incursion.
- The "Teacher in Charge," in consultation with classroom teachers and administration staff, will be responsible for managing and monitoring payments made by parents via Compass. They will provide organising teachers with detailed records on a regular basis.
- ***If a student has not paid on the day of the incursion, it is the classroom teacher's responsibility to obtain verbal confirmation from the parent/carer to enable the student to attend.***
- An attendance list for each incursion can be generated from Compass by office staff. This should be made available to all staff via Sharepoint. This list must also include the location of students not involved in the incursion.
- In the case where an excursion involves a particular class or year-level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the incursion.
- All students attending an incursion must do so with parental consent and associated payment. This is to be completed online via Compass.
- Parents may be invited to assist in the delivery of incursions. Staff must ensure that all volunteers hold a valid Working With Children Check (please check the register available at the office).
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school incursions. Parents will be notified if their child is in danger of losing the privilege to participate in an incursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the organizing teacher. Both the parent and student will be informed of this decision prior to the incursion.

Duty of Care

- 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 students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- All incursions require the teacher to fully comply with DET 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.
- Incursions require the teacher to ensure that the venue adheres to DET guidelines.

- School policy is for students to be counted on a regular basis whilst participating in the incursion.

Further Information and Resources

- WNPS Student Engagement & Inclusion Policy
- WNPS Emergency Management Plan
- WNPS Volunteers Policy
- WNPS Administration of Medication Policy
- WNPS Anaphylaxis Policy
- WNPS Asthma Policy

Appendices which support with this policy are:

- Appendix A: Incursion Approval Pro-forma

Communication of School Policies

All Watsonia North Primary School Policies are communicated to the general public and school community via the school website.

[Policies - Watsonia North Primary School \(wats-north.vic.edu.au\)](https://wats-north.vic.edu.au)

School Operational and Curriculum Policies are available in classrooms, office spaces and communal areas for convenient access.

Evaluation and Review

Evaluation of Incursion Policy will occur every four years as stipulated in the *Watsonia North PS Policy Review Cycle* document.

This policy was updated and endorsed by the Acting Principal in August 2022 and is scheduled for review in 2026.

Policy last reviewed	23 August 2022
Approved by	Acting Principal
Next scheduled review date	August 2026

APPENDIX A:

INCURSION APPROVAL APPLICATION



INCURSION PLANNER

LOCATION: _____ **PLT / GRADES:** _____ **DATE:** _____

NB: ATTACH RISK ASSESSMENT

VENUE AND TIME	School Location:		Start:	Conclude:	
COST	Admission:		Total Cost:		Per Child:
STAFF	Sundries:		Parents Attending		
	Staff Attending				
	1.	5.	1.	5.	
	2.	6.	2.	6.	
	3.	7.	3.	7.	
	4.	8.	4.	8.	
NUMBERS	Students:	Teachers:	Parents:	Aides:	Students with Specific Needs:
CURRICULUM LINK					
YARD DUTY & TIMETABLE CHANGES					
CHECKLIST	<div style="display: flex; justify-content: space-between;"> <div>O: Check Final Numbers</div> <div>O: Cheques For Payment</div> </div> <div style="display: flex; justify-content: space-between;"> <div>O: Check for Student Payment via CASES Prior to Incursion</div> <div>O: Canteen Notified</div> </div> <div style="display: flex; justify-content: space-between;"> <div>O: Permission notes collected</div> <div>O: Instrumental Teachers notified</div> </div>				
SIGNATURES	Organiser:		Principal or Nominee:		

APPENDIX B:

Costing for all Incursions

When working out the cost of the incursion for students, **DO NOT INCLUDE THE GST** (unless there is a food component attached to the incursion) – **STUDENTS DO NOT PAY GST**. The school collects the GST and pays it back to the Taxation Department, so this will not come out of your budget.

If the price **INCLUDES** GST – you need to **divide the amount by 11**. This will give you the GST amount that needs to be **deducted from the GST included price**, for example:

COSTINGS:

	COST not including GST
Obtain quote from company/contractor.	
Do any teachers need to be replaced? (Cost is \$420 per CRT per day)	
Are there any other costs associated with this incursion?	
TOTAL COST OF THIS INCURSION:	

REVENUE:

How many students will be attending this activity? (Please allow for an approximate number of students who may not be attending).	
What is the total cost per student for this activity?	

Total cost of the incursion (**NOT INCLUDING GST**) divided by the number of students will give you the cost to be included on your excursion note. Please see the example below.

EXAMPLE FOR 3/4 INCURSION (approximately 145 attending)

	COST not including GST
Obtain quotes from company/contractor	\$ 3,050.00
Do any teachers need to be replaced (cost is \$420 per day)	\$420.00
Are there any other costs associated with this excursion?	Nil
TOTAL	\$3,470.00

\$ 3470.00 divided by 145 students = \$23.90 per student
TOTAL COST OF THE INCURSION PER STUDENT WOULD BE \$24.00 (rounded up)
 Please see office staff for any assistance.

APPENDIX C:

Incursion Compass Pro-forma

Event Name: _____

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Excursion

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Incursion

**** Please note all fields below are visible to parents/guardians**

Description/Information (explain event/purpose):

Start date:		End date:	
Start time:		End time:	
Location/Venue: (if an incursion, write onsite)			
Venue Onsite: (stipulate onsite location)			

Additional details (Further information ie session times, additional requirements)

Dress Code (uniform/sports/casual)	
Consent/Payment due by date: (please note this is the date the event will close on Compass)	
Cost per attendee (Ensure cost is approved first – Appendix C)	
Parents to pay/consent online	Yes / No

Name of Teacher In Charge: _____

Signed: _____

APPROVED BY ACTING PRINCIPAL AUGUST 2022

6 | Page

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