



Chelsea Heights Primary School *Together we learn*

POLICY NO. CUR018 (Previously #39)

INCURSIONS

Written by:

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Updated:

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Date approved by School Council: 10TH May 2010

Update taken to School Council: 11th August 2014

PURPOSE:

The school's incursion program enables students to reinforce, complement and extend learning opportunities and social skills beyond the classroom. By attending incursions, students 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. Incursions complement the three interconnected Strands of Learning within the Victorian Essential Learning Standards (VELS): Physical, Personal & Social Learning, Disciplinary Learning & Interdisciplinary Learning and are an important aspect of the educational programs offered at our school.

GUIDELINES:

- ✓ For the purpose of this policy, an incursion is an activity that involves school visitors who provide a performance or service for students for a fee.
- ✓ The Principal/ Assistant Principal can approve all single-day incursions. School Council must approve all incursions in the following categories:
 - Overnight incursions, incursions involving weekends or school holiday periods and adventure activities.
- ✓ When approving incursions, the Principal, Assistant Principal or School Council 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.
- ✓ Incursions, which are not organised in accordance with the appropriate guidelines, may be cancelled at the discretion of the Principal in consultation with the incursion Coordinator.
- ✓ The schedule of incursions, including costs, will be distributed in the February edition of the whole school newsletter, and will be updated on a needs basis.
- ✓ Prior to any child attending an incursion, parents/guardians must have provided to the school a signed permission form, and must have paid the costs involved.
- ✓ Payments for incursions are factored into a levy which is paid at the beginning of each school term. Children whose term levies have not been finalised will not be allowed to attend unless alternative payment arrangements have been made with the Business Manager.

The designated 'Teacher in Charge' of each incursion will ensure that all incursion activities comply with Department of Education and Early Childhood Development Training guidelines.

EVALUATION:

- * The children's enjoyment, interaction with staff and peers, social and academic growth linked to the Victorian Essential Learning Standards (VELS) will serve as a means of determining the incursion effectiveness.
- * This policy will be reviewed as part of the school's three year review cycle.

Related Policies:

Policy # 11 Excursions

Policy # 3 Camps

Policy # 13 Student Health and Medicine



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Policy # 63 Student injury and first aid