

Incursions

BRUNSWICK EAST PRIMARY SCHOOL POLICY

Rationale

The school's incursion program enables students to further their learning by complementing school learning with experts and additional resources. Incursions complement, and are an important aspect of the educational programs offered.

Objectives

- To reinforce, complement and extend the learning opportunities beyond the classroom
- To enrich students experiences
- To extend student/teacher relationships and broaden friendship groups
- 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

An incursion is an activity organised by a school (not including work experience) during which students engage in educational activities on the school premises.

Note: Adventure activities as defined in the Brunswick East Primary School Excursions Policy are considered an excursion regardless of whether they occur outside the school grounds or not.

Incursion considerations

Principals are responsible for the conduct of all incursions and must ensure a planning and approvals process is undertaken, in accordance with Departmental policy and requirements, which takes into account the following considerations:

- safety, emergency and risk management
- medical information
- appropriate staffing and supervision
- student preparation and behavior.

Note – any adventure activities are defined as an excursion.

All families must be given sufficient time to make payments for incursions. At least one week and preferably two weeks.

Parents will be sent reminder notices before the incursion date reminding them of the need to finalise payment.

Students whose payments have not been finalised before the incursion will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.

The teacher in charge must complete an Incursion/Excursion Information For Office Procedure sheet. Whenever possible this should be completed three weeks before any payable incursion. This will ensure time for notices to be completed and allow adequate time for parent/carer to make payments.

Incursion presenters must have a valid [Working With Children Check](#) unless they are; under 18, another student aged 18 or 19, a parent volunteering in an activity their child normally participates in.

A teacher must be present at all times and remain the person designated with duty of care responsibilities.

References and Resources

Brunswick East Primary School Duty of Care Policy

Brunswick East Primary School Incursion Policy

Brunswick East Primary School Excursion Policy

[DEECD – Duty of Care](#)

[DEECD – Supervision](#)

[Working With Children Check](#)

Evaluation

This policy will be reviewed with student input as part of the school's review cycle.

This policy was ratified by School Council on the 25th of November 2014