

St. John the Baptist Parish School

INCURSION POLICY

St John the Baptist Parish School is a childsafe organization in Compliance with Ministerial Order 870

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.

Aims

- Reinforce, complement and extend learning opportunities beyond the classroom.
- 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

All incursions are maintained at a reasonable and affordable cost and that they complement the curriculum.

- All external providers who facilitate incursions at St John the Baptist will be required to provide their Working with Children details and read and sign our child safety code of conduct at the school office.
- Children will be supervised at all times by the staff of St John the Baptist whilst they are learning in an incursion.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their child to attend an incursion, will be required to discuss their individual situation with the Principal. The Principal, on a case to case basis, will make decisions relating to alternative payment arrangements.
- All families will be given sufficient time to make payments for incursions. Parents will be sent notices before the incursion date reminding them of the need to finalise payment. Children whose payment have not been finalised prior to the incursion will not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal.
- Office staff will be responsible for managing the payments made by parents and classroom teachers will be responsible for monitoring and recording the payments on a regular basis.
- A designated "Teacher in Charge" will coordinate each incursion.

- Prior to any child attending an incursion, parents/guardians must have provided the school with a signed permission form.
- Students who do not attend incursions will be provided with suitable alternative activities.

Evaluation

History of Updates to Policy

Date	Comment (e.g. major review, minor review)
March 2017	Minor review