



Spencer Park Primary School Incursions Procedure

Teachers can take the opportunity to invite specialised groups and individuals into the school to work with their students. At times whole or part school activities may occur. The following procedures apply:

INDIVIDUAL CLASS INCURSION

- Principal and parents notified in advance.
- Funding or child payment organised if necessary.
- General staff made aware through a “white board” message/staff meeting if the incursion impacts (eg. by noise etc) on other classes.
- Students to be supervised at all times by the classroom teacher.

PART OR WHOLE SCHOOL INCURSION

- Agreement by appropriate staff members that the incursion take place.
- Coordinator to investigate and communicate to others the necessary logistics for the activity to be conducted successfully, eg. cost, timetabling, venue.
- Parental permission sought and given. Where appropriate, students pay. (Note: The principal should be notified which students have not paid on the morning of the incursion. The principal and staff have a responsibility to resolve what occurs with these children)
- Teachers have the responsibility to supervise children to and from the venue and during the incursion.
- School would plan for no more than 1 of these per term.

Note: Excursions and incursions should be undertaken in support of the educational programme and should therefore have clearly defined “educational” outcomes. (Please see *Bus Hire Procedure*.)

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