



TEMPLETON

MELBOURNE, AUSTRALIA

Incursions



Help for non-English speakers.

If you need help to understand the information in this policy, please contact Xiaomei Lin 98017450

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

To reinforce, complement and extend 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.

IMPLEMENTATION

For the purpose of this policy, an incursion is an activity that involves school visitors who provide a performance or service for the students for a fee

School coordinators will ensure that all incursions are maintained at a reasonable and affordable cost, and comply with all DET requirements

The schedule of incursions will be outlined via:

School newsletter
Year Level Blogs
XUNO

All parents are expected to grant digital permission and provide payment (if applicable) via XUNO **by 4:00pm the day before an incursion**. If digital permission or payment is not received by then, students will not be allowed to attend the incursion

School Council will determine an 'Excursion/Incursion Levy' each year. Parents can bulk pay for the year's excursions/incursions or pay for individual incursions as they occur. Parents who are eligible for the Camp, Sports and Excursion Fund (CSEF) can use this towards paying for excursions. Schools are required to use the Camps, Sports and Excursions Fund (CSEF) payment for expenses relating to Camps, Sport and/or Excursions for the benefit of the eligible student

The annual allowance of \$125 for the CSEF is paid directly to the school

All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion, will be required to discuss their individual situation with the Principal. The Principal, on a case-by-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 notified via text message before the incursion date reminding them of the need to finalise payment. Children whose payments 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 and the Assistant Principal will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis

A designated 'Teacher in Charge' will coordinate each incursion and register all relevant details on XUNO

Prior to any child attending an incursion, parents/guardians must have provided the school with digital permission via XUNO

Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending incursions

Students who do not attend incursions will be provided with suitable alternative activities.

EVALUATION

This policy will be reviewed in accordance with the school's three-year review cycle.

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2024
Approved by	Principal
Next scheduled review date	2027