



INCURSION POLICY

CREEKSIDE K-9 COLLEGE

Last Ratified by School Council May 2018	Review Date May 2021	Responsible for Review School Council
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Aims

Incursions (in-school excursions) form an essential part of the College curriculum. Worthwhile, educational incursion experiences are planned as part of the learning program to provide students with first hand experiences to assist in the development and understanding of the world around them; develop observation, reporting and recording skills, and enhance learning programs.

Incursions must be fully cost neutral unless prior agreement is sought from the Finance Committee.

Implementation

1. The Principal will be responsible for the implementation and supervision of this policy and ensure that all incursions are conducted within Government and School Council guidelines.
2. Teachers must comply with the requirements for incursions as set out and as detailed in the School Reference Guide and relevant memorandums
3. Incursions should be integrated with learning and teaching experiences
4. Incursions for which students are required to pay will be carefully monitored and costs kept to a minimum. It is recommended that a maximum of one is held per term in each year level
5. Parents must be notified at least two weeks prior to an event payment deadline
6. Parents supporting during incursions are required to hold a current WWCC (Working with Children Check)
7. Teachers should seek to find out whether parents require any financial assistance with payment
8. All records of incursions must be presented to the office prior to departure. The office must also be advised of the placement of students not attending the incursion
9. Full school uniform is a requirement for all incursions unless otherwise specified
10. A Forward Planning document must be submitted via Compass for all proposed incursions
11. A reminder in the form of a Compass News Feed or phone call, is to be made to parents 3 days prior to the payment and consent deadline.