



INCURSIONS and EXTERNAL PROVIDERS POLICY AND PROCEDURES

RATIONALE

Belle Vue Primary School's incursion program complements students' classroom learning with experts and resources from outside the immediate school community. Incursions are an important aspect of the educational programs offered at our school. An incursion is an activity that involves school visitors who provide a performance, lesson or service for students. This policy also makes mention of services provided by External Providers (on page 2).

AIMS

- To reinforce, complement and extend the 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.

GUIDELINES

- All staff must follow the DET guidelines when organising an excursion, incursion or camp. All procedural steps contained in the school camping, excursions and incursions Policy and Procedure outlines must also be followed.
- All incursions must be approved by the Assistant Principal or Principal.
- Staff wishing to organize an incursion must ensure it is approved prior to being conducted. Where an incursion proposal has not been submitted, that incursion will not run, unless special circumstances are pending. The Principal or his nominee(s) will consider the educational outcome of the incursion as well as the impact on the school for the proposed date.
- The Principal or Assistant Principal must approve incursions to ensure they are cost neutral, complement the curriculum and comply with all DET requirements.
- A designated "Teacher in Charge" will coordinate each incursion.
- All incursions will be attended by school staff to ensure appropriate supervision of students at all times. In the event of an accident or emergency, the teacher in charge will be responsible for the implementation of Emergency Management procedures and/or administration of first aid.
- The Teacher in Charge must provide the General Office with a final student attendance list. This list must also include the location of students not involved in the incursion.
- Students not attending the incursion will be provided with suitable alternative activities.
- Where applicable, students must have returned a signed permission note and payment to be able to attend the incursion.
- Only students who have displayed sensible, reliable behaviour at school will be permitted to participate in school incursions. Parents will be notified if their child is in danger of losing the privilege to participate in an incursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal and/or Assistant Principal in consultation with the organizing teacher. Both the parent and student will be informed of this decision.

Arrangements for payments

- Parents are expected to pay for school incursions. Parents experiencing financial difficulties, who want their children to attend an incursion, are invited to discuss alternative payment arrangements, such as timed payments, with the Principal or Business Manager.
- All families will be given sufficient notice of incursions via the School Events calendar and relevant notices, and adequate time to make payments for incursions.
- Parents will be provided with permission forms and incursion information clearly stating payment finalization dates. Children whose payments have not been finalized at least 24 hours prior to the incursion will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager or Principal.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.

DUTY OF CARE DURING INCURSIONS

Staff should be aware that:

- An incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- Incursions require the teacher to fully comply with DET guidelines. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
- Incursions require the teacher to ensure that the venue adheres to DET guidelines.
- Arrangements will be made for students not attending the incursion to continue their normal program at school under supervision of another classroom teacher.

EXTERNAL PROVIDERS

- In the case of external providers who visit the school to provide a service (such as instrumental teachers), the school requires copies of current Working with Children Checks and Public Liability Insurance as per DET guidelines. External providers must be approved by the Principal.
- External providers who provide lessons to students should collect each student from their classroom and return them after the lesson.
- External providers should make every attempt to organize their timetables to avoid students missing key learning (including English and/or Mathematics), especially in Prep – Grade 2.
- Where parents pay for the services of External Providers, payments are a matter of private arrangement between the parents and provider. The school takes no responsibility for financial loss or service provision.

EVALUATION:

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstance.

APPENDICES: Appendices which are connected with this policy and available for use by staff are:

- Appendix A: Notes for staff
- Appendix B: Incursion Information Form
- Appendix C: Incursions - Office Considerations: Processes and Checklist
- Appendix D: Incursions - Budget Form

RATIFIED BY SCHOOL COUNCIL

DATE: 8 JUNE 2016

Date	Version Number:	Update information	Next Review:
20 May 2014	1.0	N/A	June 2016
8 June 2016	2.0	Changes due to Department name change.	June 2017
9 September 2018	2.1	Review will take place following Department update. Amended review date accordingly.	January 2019

APPENDIX A: Notes for staff

- All staff should use the Incursion Forms (Appendices B, C and D) below to plan and cost excursions.



APPENDIX B: INCURSION INFORMATION FORM

To be filled out with as much information as possible before being given to the Principal or Assistant Principal. Form must be fully completed with all relevant information.

1	Incursion:	
2	Reason for Incursion, Curriculum Area etc.:	
3	Day and date of incursion:	
4	Final date form and money must be returned to school:	
5	Special instructions:	
6	Teacher organising:	
7	Teacher in charge on the day:	
8	Grades involved:	
9	Teachers attending: Integration Aides attending: Parents/volunteers attending:	
10	Number of students attending:	Number of students not attending:
11	Arrangements made for students not attending:	
12	Yard Duty Swaps (if required) Teacher - Swapped with - Teacher - Swapped with - Teacher - Swapped with - Teacher - Swapped with -	
13	All arrangements confirmed – Yes No	

Signature of organizer: _____



APPENDIX C: INCURSIONS

Office Considerations: Processes and Checklist

	Process	Tick
1	When planning your incursion, please ensure that it is curriculum related to avoid having to charge GST.	
2	Contact suppliers and/or providers of services to see if they are registered and have an ABN. We will not be using those who are not registered and don't have an ABN.	
3	Separate purchase orders must be written for every supplier, with GST details on the order form.	
4	Prepare your information in conjunction with your Coordinator and remember to include last date for payment for this activity.	
5	Complete the Finance Form and discuss with Annette. This must be done prior to your notice going out and the notice <u>must</u> be approved by Principal before it is sent home.	
6	Fill out the Incursion Information Form with as much information as possible before bringing it to Annette.	
7	Ensure you put your incursion in the diary for website Event Calendar.	
8	Incursion forms, if required, must be sent home to parents <u>two weeks before the final date for payment is required.</u>	
9	On the day of the incursion please provide Annette with a class roll indicating students who are participating and arrangements for non-participants.	



APPENDIX D: INCURSION BUDGET FORM

This form is to be filled out by the organising teacher and discussed with Annette before any notices go out.

Calculating Activity Cost:		
Please note that curriculum-based excursions do not charge cost of GST except when related to providing food.		
Name of organising teacher -		
<i>Name of camp, excursion or incursion activity -</i>		
Costs:		\$
+	Transport	(excluding GST)
+	Fees / cost	(excluding GST)
+	Hire of Equipment	(excluding GST)
+	CRTs	(excluding GST)
+	Other expenses-	(excluding GST)
+	Other expenses-	(including GST)
+	Food	(including GST)
=	TOTAL	A
	Number of students	B
	Add 10% to fixed costs for incidentals and non-attendance	C
	Total activity costs	(A+C=D)
	Cost per student	(D÷B=E)
	Final amount to be charged to Student	\$

***Please note – No payment can be made until a tax invoice is received.**

Office Use Only:

Total receipts (B x E)	\$
Total Expenditure (A)	\$
Profit/Loss	\$

Entered in C21:

Charge:

- GST payable \$.....
- GST free \$.....
- Total** \$.....

Principal

Business Manager