



Overseas Tour Policy

Rationale

The benefits of overseas trips for sporting, educational and cultural reasons, during which students represent the school are recognised by the Board of Trustees (BOT) as presenting valuable learning opportunities for students. Overseas trips are subject to the Board of Trustees' approval, control, and if necessary, conditions.

Applications

There are two application deadlines for Overseas Trips. The first is the end of March. To be able to run a trip the following calendar year, applications must be received by this time. The second date is end of September. This deadline is for those who wish to apply early for a trip two years later e.g. apply September 2024 for a 2026 trip. Initial applications will be made to the School Board People and Policy Sub Committee who will then provide recommendations to the Board of Trustees.

Policy Statement

The purpose of the Education Outside the Classroom (EOTC) – Overseas Trips Policy is to ensure that tours are beneficial both to the welfare of participants and the reputation of the school and are financially viable.

1. Permission for overseas trips for school groups or individuals representing the school must be given by the Board of Trustees. A trip application for must be presented to the Board at least 12 months before departure.
2. The trip application to the BOT will include a list of milestones and dates these will be submitted to the BOT. Failure to meet these milestones will result in the trip being cancelled. See Overseas Trip Procedures.
3. The trip application must include a clear rationale for the trip in line with the schools' strategic plan. In granting permission to travel the BOT will balance this rationale against other strategic objectives.
4. The EOTC Risk Assessment and Method Statement (RAMS) process must have been considered on application. This will be developed as planning (post approval) takes place. The consideration on application needs to be sufficient to ensure that the BOT are confident any risk is minimised. The EOTC RAMS must be resubmitted to the Board for approval 3 months before departure.
5. No funds can be spent or liability for costs incurred before BOT approval is given. Fundraising should not start until after approval has been gained.
6. The school will not take on any financial liability for travel.
7. A projected budget must be submitted with the application. The final budget will need to be approved by our Finance Manager in consultation with the principal and must include a 5% contingency fund which will remain in New Zealand. Final approval will be made by the Board.
8. The School Board People and Policy Sub Committee will support the running of all trips. All applications must be assessed by this committee before applying to the Board of Trustees.
9. The School Board People and Policy Sub Committee will assess the trip and make a recommendation to the Board regarding the viability of the trip. In making the recommendation to the Board on overseas trip proposals, considering will be given to the range and purpose of other

trips that have taken place and been approved, to ensure equity of opportunities across curriculum subject areas, sporting codes, and cultural activity opportunities.

10. Once approval is obtained from the Board, any changes in detail of the trip needs to be notified to the Principal/ School Board People and Policy Sub Committee, who will seek approval from the Board.

11. School rules apply for the duration of the trip. This includes how students and staff conduct themselves and not illegal activity is to take place. This includes, but is not limited to vaping, drinking alcohol, smoking etc.

12. All trip accounts must have at least two signatories (including a Senior Leader and the Finance Officer) and a member of the Senior Leadership team or the Finance Officer must sign any withdrawals.

13. All other school financial procedures must be adhered too. Staff who incur costs must have a delegated responsibility. Staff will provide a reconciliation of this spending on their return. All trip funds will be deposited into the school bank account and accounted separately. Staff accompanying a tour should receive actual and reasonable expenses which are to be budgeted for as a cost of the trip.

14. Any unspent money will be refunded to a parent's nominated bank account after all obligations have been met. If parents do not nominate a bank account, their child's school account will be credited.

15. It is the parent's responsibility to meet the cost of passports requirements.

16.1The cost of up to 3 travelling adults will be covered. A minimum of 1 staff member and 1 coach (if applicable, AND they are not a staff member) will be absorbed into the costs per student. The costs of non- staff travelling with the group is not covered by the school.

17. Permission must be sought from the School Board People and Policy Sub Committee for any fundraising activities. Fundraising activities must make clear whether income raised is for individual students or is to be divided over the entire group. Please refer to the School Trip Fundraising policy.

18. Thought needs to have been given to how trip participants and staff will carry funds on tour (large amounts of cash i.e. over \$1000 will be considered inappropriate)

19. No students who owes required charges to the school will be allowed to participate in any overseas tour.

20. All students and staff on any school trip must have appropriate travel insurance for the duration of the trip. This will be a part of the overall cost and organised as a group.

21. Parents or other adults not employed by the school travel at their own risk and can bring no liability on the school.

22. Student supervision should always be carried out by teachers employed by the school. Any exceptions to this should be made clear in the RAMS documentation.

23. All accompanying adults must be police vetted

24. A post trip review must be conducted and submitted to the Board of Trustees within 60 days of the trips return.

25. The principal may at his/her discretion prevent any student from representing the school for reasons including (but not limited too) poor behaviour at school, inadequate attention to studies. Refund of any trip costs will be at the principal's discretion and not always possible. All tourists and their parents must be aware of this before committing to travel.

