



Overseas Tours Procedures

1. All trips must gain approval from the Board of Trustees in writing before it is promoted to the students.
2. The approval process is initially assessed by the School Board People and Policy Sub Committee before being formally approved by the Board of Trustees.
3. The Overseas Trip Application form is to be used for any overseas trip application (additional documentation can be added where necessary).
4. The application must include:
 - The purpose of the trip
 - The benefits of the students/school
 - Dates, itinerary and type of accommodation
 - Quoted cost per person for the trip
 - The staff involved/effects on curriculum delivery
 - Detail how information regarding itinerary, costs and risks will be communicated to parents.
5. The following milestones must be met and where applicable, be included in the application to the Board of Trustees:
 - i. Projected Budget at least 12 months prior to departure. A non-refundable deposit must be included, with date for final payment.
 - ii. Finalised Budget at least 3 months prior to departure
 - iii. A communication plan must clearly outline points of communication with parents, students, School Board People and Policy Sub Committee and the Board of Trustees. This outline must include the regularity and the form of communication to parents, students, School Board People and Policy Sub Committee and the Board of Trustees. Following approval, a parent meeting must be held as soon as possible and no later than 10 months from trip departure.
 - iv. Draft RAMS at least 12 months prior to departure
 - v. Finalised RAMS at least 3 months prior to departure (finalised means checked through internal school processes, the internal checking of RAMS can take a fortnight and this time is in addition to the 3-month BOT submission)
6. Fundraising opportunities must be applied for using the Fundraising Application Form. The School Trip Fundraising policy must be always followed to ensure transparency for all involved.
7. Staff on overseas trips must ensure that:
 - i. Numbers allow for safe and adequate supervision should one staff member become ill or incapacitated. This needs to be communicated in the initial application form
 - ii. The ratio of teachers to students provides adequate levels of supervision for all intended travel activities.

iii. The staff chosen should have a level of experience and the skills necessary to effectively manage those students attending and participating in activities

iv. All adults attached to the tour part must agree to be appropriate role models

8. Staff must ensure they have clearly communicated the expectations of students with students and parents. Strategies for dealing with misbehavior and illness must be developed and communicated to all parties prior to departure.

9. Student behaviour, attendance, attitude and commitment to school will be considered for all participants.

10. The trip leader is to ensure that the utmost care of all students is taken. This includes, but is not limited to knowing where the students are always, outlining expectations regularly, giving clear instructions, supporting students safe handling of monies, holding onto passports etc.

11. The principal must be notified of any serious disciplinary incidents while the group is away.

12. Post the trip, the board is to receive a written report that outlines the following:

- What went well
- What didn't go so well
- Learnings for next time
- Financial position following the trip
- Any other relevant information including photos or highlights