



Stratford High School Overseas Trip Application Form

Section 1: Purpose of the Trip

- **Purpose of the Trip:**

Provide the main objective and educational goals of the trip

Section 2: Benefits to Students/School

- **Benefits:**

Explain the educational, cultural, and personal benefits for students and the school

Section 3: Dates, Itinerary, and Type of Accommodation

- **Trip Dates:**

- Start Date: _____
- End Date: _____

- **Itinerary:**

Provide a detailed itinerary including destinations, activities, and key events

- **Accommodation:**

Type of accommodation, locations, and any specific details

Section 4: Quoted Cost Per Person

- **Cost Breakdown:**

- Total Cost: \$ _____
- Cost of person: \$ _____
- Included Expenses: List of included expenses

- Non-refundable Deposit: \$ _____
- Date for payment of Non-refundable Deposit: _____
- Date for Final Payment: _____

Section 5: Staff Involved/Effects on Curriculum Delivery

- **Staff Involved:**

List of staff members participating in the trip

- **Effects on Curriculum Delivery:**

Detail how the trip will affect regular curriculum delivery and how it will be managed

Section 6: Communication of Information to Parents

- **Communication Plan - Please provide clarity on the following:**

- **Details:**

- Points of Communication- Please outline what information you will provide to each of the following: Parents, students, School Board People and Policy Sub Committee, Board of Trustees

- Regularity of Communication: Specify intervals

- Forms of Communication: Emails, newsletters, meetings, etc.

- Parent Meeting: Scheduled date, no later than 10 months from departure

- **Key Contact Person:** Name and contact details of the person responsible for communication

Milestones

1. **Projected Budget (At least 12 months prior to departure)** – please attach your draft budget to this application
2. **Finalised Budget (At least 3 months prior to departure)** – This must be presented to the Board of Trustees for final approval. Ensure the Finance Officer has perused the document to provide feedback prior to presenting to Board.
3. **Draft RAMS (At least 12 months prior to departure)** – please attach the Draft RAMS document.
4. **Finalised RAMS (At least 3 months prior to departure)** - This must be presented to the Board of Trustees for final approval. Ensure the Deputy Principal in charge of EOTC has perused the document to provide feedback prior to presenting to Board.

Applicant's Signature:

- **Name:**

- **Position:**

- **Date:**

Approval:

- **Principal's Signature:**

- **Date:**

Instructions for Applicants:

1. Complete all sections of the application form in detail.
 2. Attach any supporting documents, such as itinerary details, cost breakdowns, and draft RAMS.
 3. Submit the form to the School Board People and Policy Sub Committee for review.
 4. Once reviewed, the form will be forwarded to the Board of Trustees for final approval.
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Notes:

- Ensure that all sections are filled out comprehensively to facilitate the approval process.
- Regular communication with parents and the school community is crucial for the success of the trip.
- Adherence to the outlined milestones is necessary to ensure all preparations are completed in a timely manner.