

Procedures for School Trips Outside New Zealand

School trips outside New Zealand involve students in activities overseas. It is intended that such trips:

- Enrich the curriculum and co-curricula of the school
 - Provide opportunities for personal and social development and the learning of new skills
 - Provide opportunities for adventure and challenge
 - Provide opportunities for learning about other cultures
 - Enhance the learning of a foreign language for languages trips
1. The proposal for any school trip outside New Zealand must be presented to the Board of Trustees for approval 18 months prior to the proposed trip. The proposal should indicate the programme and costs including staffing requirements. If these significantly change between trips the Board of Trustees must be informed and approval re-confirmed.
 2. The number of trips outside New Zealand will be kept to a minimum in any one year. The school will endeavour to time the trips so they cause minimal disruption to the students' curriculum studies.
 3. Interested students will be encouraged to participate in trips to foreign countries for inter-school music, sporting and cultural exchanges and foreign languages.
 4. Teachers will be encouraged to take their students on curriculum related trips approved by the Head of Faculty, subject to financial considerations.
 5. Students must complete all relevant trip documentation and return this to the trip organisers by the due date/s. However, decisions on eligibility of all students is the right of the school. Such overseas trips are not part of compulsory education, but optional extras the school chooses to provide. If teachers organising the trip, or senior management have sufficient concerns they can decline any student's application to go on an overseas trip. Such decisions could be based upon concerns over student behaviour, health concerns, attitude, attendance and/or academic progress at school. If any dispute arises, the school Principal has the final decision on whether a student can participate in an overseas trip.
 6. Parents of the students eligible to go on the trip must be consulted and their approval given.
 7. The staff member in charge of the trip must ensure that all adults travelling with any overnight EOTC group(s) have been safety checked following the requirements in the Vulnerable Children's Act. This includes an interview with the adult involved, checking 2 forms of ID (one of which is photo ID) and reference checks on the person(s) concerned. All adults travelling with any overnight EOTC group(s) **MUST** have completed a NZ Police Consent to Release Information form and obtained a suitable police check prior to departure.
 8. The school will ensure teachers with the appropriate skills and relevant experience will accompany groups to foreign countries.

9. The organiser of the trip will follow all administrative procedures for trips including:
 - A detailed trip form
 - Parental consent and contact telephone numbers
 - Transport and accommodation arrangements in detail
 - Teacher staffing, any parent support, and relief requirements
 - Medical arrangements including travel insurance
 - Safety and risk management
10. The organiser of the trip must draft a budget for the trip and keep track of all payments from parents and fundraising amounts, and reconcile all accounts after the trip. This is to include information on what portion of money paid is non-refundable. All funds collected are to be deposited into the school account.
11. The cost of teachers travelling with groups will be absorbed into the costs per student. The costs of non-staff travelling with the group is not covered by the school.
12. The school will endeavour to keep the costs of overseas trips to a minimum.
13. Non-refundable deposits and all funds paid must be reconciled with receipts for items purchased or services paid for.
14. Parents must be informed of dates for payments of non-refundable deposits and also the non-refundable component of costs which offsets losses if they pull out after payments have been made.
15. The cost of the trip may require fundraising and this will be balanced against other calls on fundraising within the school. Such fundraising could be lead and co-ordinated by parents, but such activities should always have school approval.