



Overseas Trips Policy

Rationale

The Board acknowledges that overseas trips have the potential to enhance educational opportunities for students.

The Board is committed to ensuring that overseas trips are:

1. for the benefit of students;
2. consistent with our pouwhenua: core purpose, vision and values;
3. approved by the Board before specific commitments to fundraising or travel are confirmed;
4. meet health and safety requirements.

Guidelines

A. Approval

1. Any application for an overseas trip must go to the BOT via the Principal at least 11 months prior to the overseas trip for approval.
2. The application to the Board must contain:
 - i. The purpose of the trip.
 - ii. The benefits to the students going on the trip.
 - iii. Dates, itinerary and type of accommodation to be used.
 - iv. Maximum costing per person for the trip.
 - v. Probable staff who are accompanying the trip.
3. The Board will take into account all of the following factors before granting approval for the trip:
 - i. The benefit of the trip to students;
 - ii. The educational validity of the trip in distinctively academic, sporting or cultural terms, and whether these same benefits are available by any alternative and less costly trips within New Zealand;
 - iii. Assurance that the trip is compliant with school and Ministry of Education EOTC and health and safety requirements;
 - iv. Equity of opportunity for eligible students to partake in the trip;
 - v. The impact of the trip on other school priorities, activities and programmes, including sources of funding;
 - vi. The number of overseas trips in any given year.
4. The full board must approve the final Safety Management Plan before departure.

5. Following approval, the trip organiser must provide progress reports on planning for the trip at each Board meeting prior to departure, and a report to the Board following return.

B. Funding

1. No Board of Trustees grants shall be used to fund overseas trips.
2. Overseas trips are an optional part of the holistic education provided by Rangitikei College and no undue pressure should be put upon parents/caregivers and/or students to be part of the trip.
3. Staff costs associated with overseas trips including (but not limited to) travel, accommodation, transport, relief cover, field allowances, food and incidentals must be included within the budget for the trip.
4. Funding sources such as grants or formal applications must be approved by the Board in order to ensure that there is no adverse impact on any College funding for other programmes, plans or projects.
5. Official 'whole school' fundraising activities, including workdays and mufti days, are not to be used to support individual funding for overseas trips.

C. Other

1. Students who do not participate in curriculum-based overseas trips should not be adversely effected from achieving academic success.
2. Any adults accompanying the trip who are not staff members must be police vetted and approved by the Principal.
3. All members of a traveling party are school representatives for the duration of the trip.
4. Trips should be organised to utilise holiday time and minimise the impact on teaching time and the cost of relief teachers.
5. All trips must be covered by fully adequate cancellation, liability and medical insurance.

Chairperson:



Date:

2.11.20

Next review date: September 2023

ASSOCIATED PROCEDURES:

(NB: Procedures are developed as part of school management. The Board of Trustees will be informed of the development or revision of procedures derived from Board policies by the Principal. For some especially significant procedures, these will be presented to the Board in full)