

**POLICY 12.1
EOTC OVERSEAS**

Guidelines

- 1.0 To provide students with the benefits of overseas trips for sporting, educational, cultural or special character reasons. Board of Trustees and Proprietor's Board recognise students are presented valuable opportunities for learning, personal growth and social development to both the benefit of participants and the reputation of the school. Enrichment experiences can be gained by students participating in a range of activities outside the classroom – overseas.

- 2.0 This policy must be read in conjunction with the Board of Trustees Fundraising Policy and Health & Safety Policy. The Principal must ensure transparency, approve and support all overseas school trips and:
 - 2.1 Gain permission and make submissions to the Board of Trustees in the previous academic year where possible.
 - 2.2 Submissions must include:
 - a. The purpose of the trip.
 - b. Benefits for the students and the school.
 - c. Dates, itinerary and type of accommodation.
 - d. Quoted cost per person for the trip (possibly two quotes using certified, experienced providers).
 - e. The staff involved and effects on the curriculum delivery.
 - 2.3 Once approval is obtained from the Board of Trustees notify any changes in the detail of the trip, as required.
 - 2.4 Meet with parents, caregivers and students as soon as the Board has given approval for the trip.
 - 2.5 Provide detailed costing, time schedule of progress payments and implications of withdrawal.
 - 2.6 Ensure all overseas trips are self-funded.
 - 2.7 Ensure all fundraising, trust applications and or sponsorship is approved by the Management Team and comply with the school's Fundraising Policy and Sponsorship Policy.
 - 2.8 Ensure all trip finances go through the school financial accounts.
 - 2.9 Ensure that prior to the departure date parents and caregivers are formally advised of all travel procedures and potential risks. Should events or crises arise, these be dealt with immediately.
 - 2.10 Check adult to student ratios and supervision structures follow Ministry of Education (MOE) Guidelines.
 - 2.11 Check supervisory staff has taken all reasonable steps to ensuring the welfare, health and safety of the students on these overseas trips.
 - 2.12 Ensure supervisory staff has full authority to deal with any issue in the best interests of any individual student and the tour party as a whole. In the event of any crisis, students shall follow the specific instructions of any available supervisory staff/tour leaders of the appropriate level authorities.

- 2.13 Ensure supervisory staff has full authority to adjudicate on any disciplinary issue that may arise and determine the appropriate consequence (including sending the student home, at own cost) taking into account its severity, local customs and practices and school policies.
- 2.14 On evaluation of the trip, complete and submit to the Deputy Principal (Teaching and Learning) all curriculum related trips report.

Approved by the Board of Trustees at the meeting held on 26/11 2018



CHAIRPERSON