
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **1300**

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TITLE: **EXTRA-CURRICULAR POLICIES**

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Overseas Trips

RATIONALE:

Macleans College has a long history of groups travelling overseas. The benefits of such trips include:

- a) Participation in international competitions
- b) Exposure to different cultures
- c) Promotion of the activity the group is involved in
- d) International exposure of Macleans College

PROCEDURES:

- 1 Written permission for an overseas trip for school groups must be sought from the Board of Trustees. Permission should be sought preferably a year ahead, but certainly no later than six months prior to the trip. Before submission to the Board, approval and support should be sought from the Principal.
- 2 The submission made to the Board must contain:
 - a) The purpose of the trip.
 - b) The benefits to the students going on the trip.
 - c) Dates, itinerary and type of accommodation to be used.
 - d) An exact costing per person for the trip.
 - e) The staff who are accompanying the trip.
- 3 Once permission is obtained from the Board of Trustees, any changes in the detail of the trip need to be notified to the Board of Trustees for approval.

A meeting of parents and students is to be held either prior to or straight after board approval. Minutes should be kept and these minutes should be posted or emailed to all parents of students intending to go on the trip. A detailed costing and time schedule of

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progress payments should be made. Policy of details of withdrawal and /or any refunds needs to be given in writing.

4 The number of overseas trips in any one year will be at the discretion of the Board of Trustees. Trips should be organised to utilise holiday time and minimise the impact on teaching time and the cost of relief teachers.

5 No group can travel overseas in consecutive years without specific approval of the Board which would only be granted in exceptional circumstances.

6 Finance and Funding:

- a) All trips must be self funding. Some assistance for staff costs may be provided.
- b) Bookings are to be made only through an accredited travel agent. See SMT before making any contact regarding bookings.

Passports and visas need to be checked. This is usually done by the travel agent.

- c) All fundraising, trust applications and/or sponsorship must be approved by the SMT. There are certain restrictions, in particular with respect to alcohol and cigarette sponsorship. Numerous Macleans College groups fundraise during the year for a variety of activities, the SMT make sure that too many similar fundraising activities do not occur at the same time. (Also refer to Fundraising Policy)

- d) The collection and banking of monies for such trips must conform to the policy laid down by the Board of Trustees in relation to accounts held outside the Board account.

The trip finances must go through the school accounts; they must be transparent. If students have an individual fundraising target, details of individual fundraising contributions should be recorded at the accounts office.

- e) Any discounted fares must be given initially to the staff members accompanying the group.

- f) All trips must be covered by fully adequate liability insurance and medical insurance.

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On payment of travel deposits, cancellation insurance should be taken out.

Two weeks before departure, an EOTC form must be completed, including RAMS forms for hazardous activities. One week before departure, obtain updated medical and parent contact details, a standard form is available. Parents and students must sign a consent form which details responsibilities and behaviour details. School rules with respect to alcohol, cigarettes and drugs must be adhered to. A copy of medical and consent forms must be left at the main office and two copies, held separately, must be taken on the trip. Copies of passports and insurance details should be carried in duplicate while away.

A meeting of all parents and students prior to departure is strongly recommended. It may be a good idea to have a member of the SMT attend. As a minimum requirement, the Principal must meet with the students and staff prior to departure.