
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **1300**

POLICY NO: **1304**

ISSUE DATE: 05/09/06

TITLE: **EXTRA-CURRICULAR POLICIES**

ISSUE NO: 3

PAGE: 1 OF 1

Staff Expenses for School Trips

RATIONALE:

This policy covers trips related to extra-curricular activity and includes trips overseas, trips to national tournaments, other trips with groups of students that travel beyond the greater Auckland urban area. For the purposes of this policy, the greater Auckland urban area is defined as the area encompassing the region where Auckland Secondary Schools Heads Association (ASSHA) administers sports (ie Tuakau to Warkworth).

PROCEDURES:

- 1 All staff expenses related to such trips (travel, accommodation and meals) must be covered by the amount charged per student and/or by fundraising.
- 2 The school mini vans can only be used for school related activity free of charge within the greater Auckland urban area. Use must be related to the Auckland secondary schools extra-curricular programmes.
- 3 Where the vans are used for travel for student activities beyond the greater Auckland urban area, they are to be charged out at the rate of 50 cents per kilometre and this money is to be prepaid to the Accounts office before uplifting the keys. This will require a charge to be made to all students to cover costs.
- 4 All matters relating to the financing of extra-curricular trips and use of the mini-vans beyond the greater Auckland urban area are to be first cleared by the Deputy Principal in charge.
- 5 In the case of teams competing in national tournaments a fund called “Top Team Subsidy” is in place to assist with staff travel and accommodation costs. The fund is administered by the Deputy Principal in charge of extra-curricular.