Preamble

Any proposal for an overseas or interstate excursion must demonstrate that such an excursion has genuine educational merit, be its main focus cultural or sporting, and that it is in line with the spirit of the College Mission Statement. This policy sets out the essential requirements for the Leadership Team to approve any such excursion.

Policy

An interstate or international excursion requires the approval of the College Leadership Team in conjunction with the College Board, and must be fully documented and meticulously planned for approval to be given.

Principles

1. An interstate or overseas excursion organised by staff of Parade College must have a philosophical rationale which demonstrates how the proposed excursion will assist the educational, cultural and social development of the students who attend.

2. Any such excursion must be accessible to the general student population of the College who qualify on the grounds of interest and expertise established by the faculty operating the excursion.

3. Students attending an overseas or interstate excursion must be made fully aware that they are first and foremost ambassadors of their country, school and family and that their attitude and behaviour on the excursion should reflect this.

4. It should be understood by organisers and participants that prevailing on the hospitality of interstate or overseas schools and/or families implies responsibility to reciprocate if a return visit should arise.

Guidelines

1. The frequency of overseas or interstate excursions should take into consideration along with the total number of students eligible, staff availability, and school priorities and planning.

2. Students will be expected to follow all rules/regulations specific to the trips as organised. They will be expected to behave in a manner which will at all times be worthy of themselves, their country, the College, their families and themselves.

3. Students/parents will be provided with all necessary information regarding the excursion, including a detailed itinerary, contact phone numbers and addresses for all stages of the excursion.
4. Students and parents must sign all necessary forms including medical authorisation forms and student/parent agreements (Appendix A) and pay the total travel costs prior to the date of departure.

5. The ratio of teachers/students will depend on the purpose and destination of the excursion and will be set by the College Leadership Team in line with CECV and DEST policy.

6. Any approved staff attending an interstate or overseas excursion would be expected to be responsible for the students at all times. For this reason, adults or children not part of the normal school group would not usually be permitted to participate in an excursion program.

7. The travel and accommodation expenses and incidental costs of the approved staff may be met by the entire group.

8. Any approved member of an overseas or interstate excursion must be prepared to assist in the organisation and planning of a tour and participate fully in all activities organised for the group prior to, while on and after the tour.

9. Due consideration has to be given to the preparation of a touring group particularly with regard to providing a practical understanding of appropriate and culturally acceptable behaviour on tour.

10. Each participant (except approved staff) is expected to defray his/her own costs of an interstate or overseas excursion. In cases of genuine financial hardship the matter may be referred to the Principal. Fundraising through the whole College community for overseas or interstate excursions will not generally be approved.

Implementation

1. Planning for overseas and interstate excursions should begin at the faculty level to determine faculty guidelines for the excursion.

2. Teachers planning an excursion must then approach the Leadership Team for initial approval of the venture, before public announcements are made or planning committees formed.

3. Teachers must develop a comprehensive proposal including aims, staffing, destinations, means of travel, dates, costs, legal, health insurance and safety aspects. This comprehensive proposal should then be presented to the Leadership Team for approval before parents or students are advised that the excursion is approved to take place.

4. Eligibility to attend an excursion will be determined by criteria set by the learning area with the approval of the Principal.

5. Teachers must organise an information evening for parents and students involved in an interstate or overseas excursion.

6. Adequate time must be allowed for families/students to budget for the excursion (usually a minimum three months for interstate and twelve months for overseas trips).

7. Students/parents must inform the staff in charge of any health problems and students must give any necessary medication to the staff in charge for supervision. Students travelling overseas must have appropriate medical and travel insurance. One staff member accompanying any excursion must have appropriate first aid training.
8. Students must have demonstrated a satisfactory level of co-operation with staff and fellow students as a basis for confidence that their conduct on the trip will be satisfactory.

9. A list of names of students and staff wishing to participate in an overseas or interstate excursion must be submitted to the College Leadership Team for approval. The Principal, in conjunction with the organisers of the excursion, has the right to refuse a student permission to participate in an excursion.

10. The Principal, in conjunction with the organisers of the excursion, has the right to require the repatriation of a student for whatever reason. In such a case the family of the student incurs the cost of such repatriation. Arrangements should be made that the tour organisers can always contact the Principal or his nominee.

11. In the case of those excursions where students are to be billeted in private homes, students are to remain with the host family and consider themselves bound by the rules of that home.

12. Students on interstate or overseas excursions must make any requests to the Parade College staff in the first instance and at all times show courtesy and co-operate with the requests of the staff of the host school.

Approved by the College Board June 1998, July 2009