

5.2.1 John Paul College Policy

INTERNATIONAL TRIPS

RATIONALE:

All travel will be consistent with the Catholic Character of the school and be based on the Curriculum Framework and Co-curriculum activities. This policy is to ensure that international travel undertaken through the school supports the emotional and physical safety of students and ensures the fiscal responsibility.

PURPOSE:

1. To encourage students to participate and share in spiritual development within the international Catholic community.
2. To provide learning opportunities and experience of other cultural environments and languages.
3. To allow students to participate in overseas competitions and events that encourage students to interact and compete with their peers in an international forum.
4. To provoke new understandings of others and oneself through exposure to different ways of living.
5. To maximise the potential of students to achieve in all fields of learning, exchange ideas and performances in culture, arts, sports and intellectual domains that would not otherwise be available in New Zealand.

GUIDELINES:

Process

1. An initial approval to make a formal application for an overseas trip must be made in the first instance to the Principal.
2. An approach to parents through the appropriate channel should be made to assess interest and potential numbers, cost and therefore viability of the trip. **It must be made clear that at this stage the trip is a proposal only and not yet approved.**
3. Once initial approval to proceed from the Principal has been given, a formal proposal must be made to the Principal and should include all fiscal, personnel, and travel details. (See appendix for areas that must be covered in the submission).
4. The Principal will forward the proposal to the Board with a recommendation to the Board.
5. This submission for approval from the Board of Trustees should be made two months in advance of the overseas trip being formally promoted, (including fundraising proposals). No bookings and commitment of funds are to be made until BOT approval has been given.

6. All EOTC documentation, consistent with the EOTC Policy 5.2 and including the RAMS document, must be provided to the Board of Trustees for sign off at least two weeks prior to travel.
7. Students should be given when possible an opportunity for group prayers before meals, games and bedtime. If travelling on a Sunday an opportunity to attend Mass or visit a Catholic church.

Criteria

8. At least two thirds of the trip must be taken during school holiday time.
9. All students on the trip must be enrolled as students of John Paul College or under the jurisdiction of John Paul College.
10. All trips are to be funded in full by the participants before the trip commences and fundraising activities must comply with the school's fundraising policy.
11. All overseas trips must be cost neutral to the school including making provision for teacher **relief** in the costings.

Staffing

12. Every trip must have a designated staff member "in charge" to be responsible for and present throughout the trip. At the absolute discretion of the Principal a second designated staff member may be required to attend. This person is to be a member of the Senior Leadership Team where possible.
13. Other staff members accompanying the members of the trip who are not "designated staff" in charge must apply for leave which is at the Principal's discretion.
14. The ratio of adult to student numbers that are travelling under the school name must comply with current Ministry of Education "EOTC Guidelines" and must ensure adequate supervision appropriate to the nature of the trip. Adults may include parents/ caregivers who are also travelling on the trip. They must be police vetted and approved by the Principal.
15. The Teacher in Charge of the overseas trip must complete the "Ministry of Education Funding Overseas Travel Using Crown Funding Checklist". This is to be submitted in the initial application to the Board.
16. Where the Principal deems it necessary and desirable for a second designated staff member to accompany the trip, the full cost of this will be met by students and parents on a pro rata basis. At the Boards discretion the school may cover up to 50% of the staff members costs. The remaining cost will be met by the school Board of Trustees.
17. Trip organisers must ensure that where possible students and parents have access to 'WhatsApp' in order that they have direct communication.

Other

18. The Board reserves the right to cancel a trip at any time prior to or during, if the safety and wellbeing of the students is at risk.
19. This policy must be read in conjunction with the EOTC policy, **5.2**.
20. No student is permitted to buy alcohol or to have adults buy it for them. This includes duty free.

CONCLUSION

Any JPC school group travelling overseas represents John Paul College and should uphold the Catholic Character of the school. The Board continues to be responsible for the safety of students and reputation of the school. It is recognised that international travel offers students opportunities for learning and interacting with their peers in other settings in ways that expand, motivate and inspire higher levels of educational achievement.

Alcohol on International School Trips

Explanatory note:

Further to the Board of Trustees meeting, the policy on consumption of alcohol on international school trips remains unaltered with the addition of an explanatory note for parents to be conveyed at the final briefing before students/parents 'depart'.

“Teachers are prohibited from consuming alcohol on international trips based on the rationale that they may be called upon at any time to take charge and exercise responsibility for students and therefore it is important for safety reasons that they are free from the influence of alcohol.”

“Teachers are employed by the Board of Trustees specifically to have overall responsibility for the pastoral care and safety of students on international trips. On this basis the school trip is regarded as a work environment in a similar way that school is and therefore it is not appropriate for teachers to consume alcohol.”

“Parents accompanying school trips are permitted to consume alcohol but it must be in the context that they also have responsibility for students, are role models and should not have their good judgement compromised by the influence of alcohol. It is the schools expectation that parents exercise reasonableness and restraint in their decision making.”

Appendix 1

JPC International Trips

The following factors must be clearly expressed when making submissions to the school for any international school trips:

- Clearly defined aims and objectives that are related to the Curriculum Framework or Co-curricular goals.
- The length of the trip
- An itinerary
- Programme of activities
- Costs and proposed methods of funding

- Numbers that maintain an appropriate student to adult ratio as recommended in current "EOTC Guidelines"
- Means of travel
- Insurance arrangements
- Accommodation
- Evidence of parental support

The completed checklist for funding overseas travel using Crown funding checklist. This can be found in Appendix C of the Financial Information for Schools Handbook.

Ratified by Board  Signed by B.O.T Chair

28.05.2018 Date

Next Review _____ Signed by B.O.T Chair

2021