



KAIAPOI
High School

OVERSEAS TRIPS GOVERNANCE POLICY

School trips outside New Zealand involve students in activities overseas. It is intended that such trips:

- Enrich the curriculum and co-curricula of the School
 - Provide opportunities for personal and social development and the learning of new skills
 - Provide opportunities for adventure and challenge
 - Provide opportunities for learning about other cultures
 - Enhance the learning of a foreign language for languages trips
1. The proposal for any school trip outside New Zealand must be presented to the Board of Trustees for approval. The proposal must include the programme and costs including supervision costs.
 2. The organiser must check on <https://www.safetravel.govt.nz/travel-advisories> for the potential for risk in the area of the intended travel. Permission may not be granted in areas of EXTREME RISK or HIGH RISK. In the areas that are tagged as SOME RISK the organiser must note this in their report and explain their management of this risk.
 3. The number of trips outside New Zealand will be kept to a minimum in any one year. The school will endeavour to time the trips so they cause minimal disruption to the students' curriculum studies.
 4. Parents of the students eligible to go on the trip must be consulted and their approval given.
 5. Teachers will be encouraged to take their students on any trip approved by the Head of Faculty, subject to financial considerations.
 6. Interested students will be encouraged to participate in trips to foreign countries for inter-school music, sporting, cultural exchanges, and foreign languages.
 7. The School will ensure teachers with the appropriate skills and relevant experience will accompany groups to foreign countries.
 8. The organiser of the trip will follow all administrative procedures and school EOTC procedures for trips including:
 - A detailed trip form for **both** planning and for informing students
 - Parental consent and contact telephone numbers
 - Advice on required spending for personal expenses
 - Transport and accommodation arrangements in detail
 - Teacher staffing, any parent support, and relief requirements

- Medical arrangements including travel insurance
 - Safety and risk management
9. The organiser of the trip must draft a budget for the trip and keep track of all payments from parents and fundraising amounts.
 10. The cost of teachers travelling with groups will be taken into account when establishing the costs per student.
 11. The School will endeavour to keep the costs of overseas trips to a minimum.
 12. The cost of the trip may require fundraising and this will be balanced against other calls on fundraising within the School.

APPENDIX

1. Eligible students: Final eligibility of any school trip will be **complete payment** of any costs **before** departure. The teacher in charge of the school trip may detail eligibility requirements for the attendance on the trip. These may include but are not limited to:
 - A minimum level of attendance
 - A minimum level of completed work
 - Management of any 'extreme' medical conditions
 - Paying a deposit and/or timed payments
 - A level of trust/expected behaviour
2. Appropriate skills and relevant experience: Any staff member going on an overseas trip must have a first aid certificate. The amount of staff to student ratio will be dependent on the activities that are being planned. Staff must check the [EOTC guidelines](#) and the [adventure activities](#) before completing the application for any overseas trips.
3. Travel insurance: In the first instance the School is to organise an agent in which the parents can obtain travel insurance that is common across all students. If this is not possible then travel insurance must be presented to the teacher for evaluating (in case certain activities are not covered) well in advance of embarking.