

# Rangiora High School

## Board of Trustees



### Education Outside the Classroom Overseas Trips Procedural Policy

#### Rationale

To ensure educational opportunities for all students to extend their usual classroom experiences. Any overseas trip involving representatives of the College and/or using its name shall be:

- For the benefit of students;
- Enrich the curriculum and co-curricular programmes of the school and which would not be available by any alternative and less costly trip within New Zealand;
- 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

#### Purpose

Approval must be approved by the Board before specific commitments to fundraising or travel are confirmed.

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.

The School will ensure teachers with the appropriate skills and relevant experience will accompany groups to foreign countries. The School will endeavour to keep the costs of overseas trips to a minimum.

#### Guidelines

All staff must follow the Rangiora High School Education Outside the Classroom (EOTC) Policy and procedures (Staff Handbook) for all overseas trips.

1. Trips must be planned at an appropriate time of the school year in conjunction with the Deputy Principal in charge of the school calendar and the Principal.
2. No overseas trip will be approved without a staff member with substantial middle or senior management responsibility being designated with responsibility for oversight of student behaviour on the trip by the Principal and to the satisfaction of the Board. It is the responsibility of the trip leader to ensure that the EOTC Policy and Procedures are followed.
3. If any teacher proposes taking a group involving Rangiora High School students overseas on either an educational, cultural or sporting trip, initial approval in principle must be obtained from the RHS Board of Trustees 18 months prior to the proposed trip, so that after approval parents / whanau have ample time in which to consider

whether their child can go. This is particularly important in cases where parents /whanau are being asked to contribute more than a minor share of the cost.

- a. If any significant changes occur in the cost of the trip the Principal must be notified immediately so that the BOT is informed.
- b. Then three months before the overseas trip full documentation must be submitted to the DP responsible for EOTC for final BOT approval.
- c. The following information must be provided by the lead teacher/s in writing to the Board of Trustees.
  - i. The purpose of the trip including learning intentions/success criteria. Applications for approval for an EOTC activity that takes students out of classes must be fully justified in terms of the relationship of the activity to the NZ Curriculum.
  - ii. The teacher in charge and other accompanying staff.
    1. Staff should always discuss staffing requirements for an EOTC activity with the DP responsible for EOTC. The following rule of thumb can be used as a guideline when determining the number of staff needed to accompany students on an overseas EOTC activity – at least 1 teacher per 10 students.
    2. Where the party is expected to include both male and female students, the accompanying staff must also reflect this.
    3. For each staff member listing their appropriate skills and relevant experience
    4. Any staff member going on an overseas trip must have a first aid certificate.
    5. Should a Rangiora High School staff member is not be available to satisfy the requirements for gender balance then a suitably experienced and qualified adult who has been police vetted may be permitted. Parents and caregivers cannot at any time during an EOTC activity be delegated responsibility for the supervision of students, as they do not have such jurisdiction
  - iii. Proposed itinerary including venues and accommodation
  - iv. A Risk Analysis Management form completed in detail including the e level of potential risk. Check [www.safetravel.govt.nz/travel-advisories](http://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. The organiser must note the level potential risk in their report and explain their management of any potential risk
  - v. Estimated total cost per student shown under the following headings.
    1. Fares / costs for all forms of transport
    2. Insurance
    3. Accommodation
    4. Supervision
    5. Other
  - vi. Details of expected contributions from fundraising activities.
    1. No trip is to drain community funds nor its goodwill, particularly to the disadvantage of college-wide projects.
    2. The Board of Trustees needs to be satisfied that the proposed trip will be self-funding
  - vii. All costs must be met by the trip party not Rangiora High School.

1. The cost of teachers travelling with groups will need to be taken into account when establishing the costs per student.
2. The costs of non-staff travelling with the group is not covered by the school.
- d. It would be expected that the Board of Trustees consider the proposal and give approval in principle within the earliest possible time frame to allow the trip organisation to move forward.
4. After approval in principle has been given:
  - a. There will be, at least initially, an open meeting of possible participants (including parents / whanau) prior to organising the trip at which a written paper outlining c. i) - vii) above are outlined; subsequent contact could include newsletters, meetings or personal contact.
  - b. When deciding whether or not to proceed with the proposed trip, the objectives will be carefully weighed up against the proposed cost and the expected amount of fundraising
  - c. A meeting of parents / whanau to decide who is on the fundraising organising committee.
  - d. A meeting is to be held with representatives of Organising Committee and DP with responsibility for EOTC to establish a timeline for organising the trip including all fundraising and payment deadlines.
5. The organiser of the trip will follow all RHS procedures for trips for informing parents / whanau and collecting information / monies including:
  - a. A detailed trip form
  - b. The signed consent of the parents of participating students must be obtained in a form that specifies the school's requirements in respect of the trip, including Rangiora High School rules. Include their contact details in case of an emergency.
  - c. Transport and accommodation arrangements in detail
  - d. Teacher staffing, any parent support, and relief requirements
  - e. Medical arrangements including travel insurance
  - f. Safety and risk management
  - g. The organiser of the trip must draft a budget for the trip. This is to include information on:
    - i. Fundraising to be lead and co-ordinated by parents. All fundraising must have written, prior approval from the Principal or delegated representative.
    - ii. dates for payments of non-refundable deposits and also the non-refundable component of costs which offsets losses if they pull out after payments have been made.
    - iii. All trip funds will be deposited in the school bank account and accounted for separately.
    - iv. Approval for expenditure will be delegated to the teacher in charge of the trip who will consult with parents prior to committing trip funds.
6. The staff member in charge of the trip must ensure that all adults travelling with the group(s) have been police vetted.
7. Students must complete all relevant trip documentation and return this to the trip organisers by the due date/s.
  - a. If teachers organising the trip, or senior management have sufficient concerns they can decline any student's application to go on an overseas trip.
  - b. Such decisions could be based upon concerns over student behaviour, health concerns, attitude, attendance and/or academic progress at school.

- Overseas trips are not part of compulsory education, but optional extras the school chooses to provide.
- c. If any dispute arises, the school Principal has the final decision on whether a student can participate in an overseas trip.
  - d. Final eligibility of any school trip will be complete payment of any costs before departure.
8. Where the purpose is primarily playing a sport, there are to be reasonable equal participation by all.
  9. As for all school trips, the Principal is answerable to the Board for student discipline. This responsibility may be delegated to trip leader(s).
    - a. The normal school code of behaviour will apply on all trips.
    - b. Any serious disciplinary incidents (and that includes any incident that involves outside agencies such as hospital/Police) must be reported to the Principal as soon as practicable.
    - c. On return, the trip leader(s) shall give a written report to the Principal to enable a formal report to the Board. This discipline report should include any discipline that occurred and what consequences were incurred.
  10. Non-refundable deposits and all funds paid must be reconciled with receipts for items purchased or services paid for.
    - a. Final disbursement/equalisation/debt resolution procedures shall be in writing to all trip members.
    - b. Final accounts of income/expenditure of trip funds shall be drawn up and made available to the Board within six weeks of return.
  11. A full report should be submitted to the Principal/Board of trustees four weeks after returning from the trip.

## Related Policies

Education Outside the Classroom Procedural Policy  
 Financial Administration Policies & Procedures  
 Health and Safety Policy

## Documentation

Ministry of Education [EOTC guidelines - Bringing the Curriculum alive](#)  
 Ministry of Education [‘Planning a Short-Term International Student Visit. Things to consider’](#)

<b>Date of Review</b>	2018
<b>Date of Next Review</b>	2020
<b>Signed by the Board Chair</b>	