

School Tour Policy

1. Rationale / Background

This policy is written to ensure consistency and fairness in our approach to School Tours/Band Tours and other major interstate or overseas excursions for our students. It covers financial and organizational issues and provides guidelines for Tour Coordinators.

2. Requirements / Outcomes

To assist staff with the organisation of safe, enjoyable and well organised tours

To provide guidelines on budget management for tours and ensure tours do not run at a financial loss to the school

To ensure compliance with Departmental guidelines for such excursions

3. Responsibilities

Guidelines for organisation of School Tours

Proposal stage:

A draft itinerary, draft budget and approximate costs per student should be ascertained. The draft budget needs to include any proposed fundraising and the cost of relief to cover staff whilst on Tour.

All school tours must be cost neutral i.e. Tours must not run at a loss as this will impact on other budget centres within the school.

Approval process:

The draft itinerary and costings should be presented to the Senior Management Team and Policy and Planning in turn to seek school level approval for the tour to proceed. This approval must be sought in the year prior to the Tour.

Once this approval has been given, the school group travel organiser must complete an Application for School Group Travel Warrant (attached).

Once completed, the application form should be printed, endorsed by the school principal and forwarded to the General Manager (LSS) for authorisation.

Interstate excursions. Approval required from the Principal as well as the Learning Services General Manager

International excursions. In addition to the requirements for interstate excursions, international excursions require approval from the Minister as well as the Principal and General Manager (LSS).

All future international travel requests must include **written** advice that Department of Foreign Affairs and Trade (DFAT) has been consulted on the risks in travel

Ascertaining cost and invoicing participants:

Expressions of interest in attending the tour should be sought from students and their parents prior to making any bookings.

When seeking expressions of interest **students whose family have outstanding levy accounts with the school will need to finalise payment of these accounts before they can be accepted to participate in the tour.** This information should be communicated to parents by the tour organiser at the earliest possible opportunity via written correspondence or via tour meetings.

Once these expressions of interest are received, those students who are accepted will be invoiced for the full amount of the tour. To confirm their place on tour, students will need to pay a **NON-REFUNDABLE deposit equivalent to 20%** of the overall tour cost per student within a specified time.

A payment schedule for the balance will be provided to parents at the time of invoicing. The final payment in the schedule will be due no later than 30 days prior to departure.

Bookings:

Once expressions of interest have been accepted a booking can be made either by school staff or through a licensed tour organiser.

Staffing:

Principals and teachers must ensure all students are adequately supervised at all times, taking into account

- the physical and emotional maturity and the gender of the students
- the degree of actual risk (not to be confused with perceived risk) associated with the planned activities
- the skills, knowledge and experience of all the staff, and their capacity to manage emergency situations.

Refer to the staff intranet, especially [Supervision of students](#) for detailed Departmental directives particularly in relation to the specified staff: student ratios and the maximum number of students for particular activities.

Each activity lists the minimum leader: student ratios and provides details of any special Departmental requirements.

First Aid: The recommended minimum requirement for first-aid is for at least one adult present to hold a current First-aid Certificate (Work Place II), although in urban areas a basic knowledge of first-aid and an ability to use it may be adequate.

However, for activities conducted away from immediate emergency support, it is strongly recommended that the leader has completed a Wilderness First-Aid Course or equivalent.

Fundraising:

Any fundraising to be conducted to support the tour will need to be included in the initial draft budget submitted for approval and needs to be discussed with the School Executive Officer.

Review date: 1 July 2010