

INTERNATIONAL TRIPS POLICY

SCOPE

Any overseas trip involving representatives of Westlake Girls High School and/or using its name shall be:

1. For the benefit of students;
2. Educationally valid in academic, sporting or cultural terms;
3. Approved by the Board of Trustees before commitments to fundraising or travel are confirmed.

This should be read in conjunction with the 1.1 Education Outside the Classroom Policy.

OBJECTIVE

To ensure the safety, health and best learning opportunity for students when they are undertaking outside education.

PROCEDURES

- Applications must be made by the end of Term 3, 2 years before the trip is planned to happen.
- There will be an open meeting of possible participants and parents initially to inform them of all the requirements of such an event (including costs, dates, nature of the trip, and destination etc).
- Students must fill in an application form (disclosing full medical conditions of any kind), which is signed by a parent or guardian. For students to be considered, their attendance and pastoral records will be checked, as well as speaking to the Learning Enhancement Department. If there are sufficient students, then the trip will go ahead. Once students have been selected based on all the data available at the time they will be invited to join the trip, and a deposit will secure a placement.
- If the number of students interested exceed the numbers initially approved, this will need to go back to the Board of Trustees for approval.
- The Principal will invite applications from staff who would like to be part of the tour group and /or the tour leader. The number of staff will be dependent on students going.
- It is the responsibility of the tour leader to ensure that the all documentation is completed accurately and all the appropriate staff are notified eg, Relief, Calendar etc.
- If using outside agencies, the tour leader and staff on tour will meet with the staff of this agency. Contact by email on a regular basis is important.
- Any new information and/or changes must be given to all students and parents/caregivers immediately.
- It is the responsibility of the teacher organising the activity to check that all students have paid and to follow up those who have not.

- If anything arises regarding the student between being accepted on the overseas trip and before going overseas eg medical circumstances, the school reserves the right to review the application of the student. A medical certificate maybe required from a doctor.
- If the trip starts during the school term, a copy of the students on the trip must be sent to all staff and to the Attendance Officer in advance.
- Two copies of the trip details, including contact name and phone number of the venue, student names and contact phone numbers and the expected arrival times back to the school, should be made. One copy should be held in the main office. The other copy must be taken by the tour leader with them on the trip.
- One SLT member will accompany the group.
- Any unexpected, unavoidable changes to the schedule must immediately be advised to the school office, who in turn will notify the Principal.

Date (Policy Effective from)

Review Date

Signature