



17. OVERSEAS SCHOOL TOURS

Rationale

Overseas school tours provide educational opportunities which often cannot be provided in other ways. Tours provide students with opportunities to work together in a group preparing for the tour and to live and work together during the tour. School tours require careful planning and preparation if they are to be successful. They need to be conducted following clear guidelines.

Purposes

- To provide students with cultural, educational and recreational opportunities outside the classroom in a variety of settings.
- To provide clear guidelines for students, parents and staff on the procedures to be followed in organising tours.
- To provide clear guidelines as to the manner in which those taking part in a school tour are to conduct themselves.

Guidelines

- A tour which takes place in the name of the school is under the control of the school.
- Before any move is made to organise a tour, permission to begin organising must be sought from the Board of Trustees.
- The Board of Trustees, before giving permission for the tour organisation to proceed, must be assured that:
 - It will be staffed by an approved person and that there are adequate staff for the tour
 - The finances will be well managed
 - The itinerary is a suitable one for the age and abilities of the students
 - The timing of the tour is such that clashes with other school activities are kept to a minimum.
- Members of a touring group will be selected by the teacher(s) in charge and approved by the Principal. The Principal may use discretion in any situations where a student’s behaviour, attendance, health etc. gives cause for concern in regard to the tour.
- Non James Hargest College students are ineligible to tour, except by invitation of the Principal or where a prior memorandum of understanding exists. Any such invited student will adhere to school policy as if they were a student of this school.
- Adults accompanying the tour must be police vetted by the school.
- Organisation
 - Correspondence to any school must go in the first instance to the Principal of that school and should bear the signature of the Principal.
 - Organisation for the tour shall be the responsibility of the teacher(s) in charge who shall run regular student/parent meetings and keep records of any decisions made.

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- The Board of Trustees via the Principal, will be regularly informed of progress.
 - All moneys must go through the School accounting system. Payment of accounts must be approved by the Teacher in Charge. A financial report may be presented to tour parents at the conclusion of the tour.
- School rules apply in respect of general behaviour, consumption of alcohol or drugs and relationships with staff.
 - Students on medication are to declare this to the staff member organising the tour prior to the commencement of the tour. Staff and accompanying adults on medication or with an existing health condition, that could impact the running of the trip, are to disclose to a staff member prior to the trip.
 - The teacher in charge is responsible for applying school rules and taking appropriate action when the rules are breached.
 - Any student going on a school trip, undertakes to follow staff members' instructions and to accept the decision of the staff member in charge.
 - Should the teacher in charge decide that a student's behaviour is such that the student must leave the tour, the cost of transporting the student back to school is to be paid for by that student's legal guardian(s).
 - Adults who are not staff members accompanying the tour will undertake to accept the decisions(s) of the teacher(s) in charge. Where the teacher makes a ruling with which other adults disagree, then the matter should first be discussed with the teacher(s) in charge, and then the Principal if the problem cannot be resolved.
 - The teacher(s) in charge, acting in consultation with the Principal during the course of a tour. Should a situation arise during the tour when the action of an adult staff/non-staff member compromises the good conduct and/or safety of the tour, then the teacher(s) in charge may instruct that person to leave the tour group at their own expense.
 - Follow Government guidelines on International travel in relation to communicable diseases, civil unrest and or natural disasters.
 - The teacher(s) in charge is responsible for ensuring all travellers have obtained travel insurance.

Costs for Overseas Tours

- **Entitlement Allowances** should be budgeted for by the teacher(s) in charge of the trip.
- **Relief costs** should be a **shared cost** between the school and the travelling students. Details are to be implemented by Senior Leadership. Generally, this would be 50/50.

Guidelines for School Tours

- Policy to be presented to staff/students/legal guardian(s) planning a school tour. (Both overseas and within New Zealand)
- Adults who assist staff on a school tour are to be sent a copy of policy and be required to sign to say they will abide by all aspects.

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- Legal guardian(s) of students going on school tours will receive a consent/permission/health declaration form outlining the expectations. Both legal guardians and students will sign it, to say they understand and accept the conditions.
- Any non-James Hargest College student going on a school tour by invitation will adhere to school policy as if they were a student enrolled at this school.

[Financial Management of School Trips Policy](#)

Ratified by Board of Trustees

20th August 2024

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