

INTERSTATE AND OVERSEAS TRIPS POLICY

As a College that provides educational experiences in and out of the classroom, it is vital that all camps and overseas trips meet strict guidelines.

College Council: Overseas and interstate trips must have dates sanctioned by Kyabram P-12 College Council before trips are advertised to students and parents. Dates for overseas trips must be submitted twelve months before departure and interstate trips nine months. Purpose of the proposed trip and suggested itinerary should be included in the College Council submission.

All regulations pertaining to the DET Travel Policy must be followed.

Overseas trip:

- After approval by College Council advanced advertising and marketing of the proposed trip will take place through whole school assemblies and a parent information night at least nine months prior to the departure date for overseas trips.
- Itinerary is planned and priced a minimum of ten months prior to the departure date with an acknowledgement that price rises may occur within that time. Parents are notified via direct mail or email, of trip costs and the full itinerary indicating departure and return dates at the time of confirmation.
- Curriculum-based trips must have a minimum of 15 students who have paid a \$500 non refundable deposit prior to the tour being booked. Deposits are required a minimum of six months prior to departure. Special consideration will be considered if partnering another school to lower travel costs.
- Adventure-based trips must have a minimum of 25 students who have paid a \$500 non refundable deposit prior to the tour being booked. Deposits are required a minimum of six months prior to departure.
- Trips should coincide with school holidays with students not being absent for more than three scheduled school days. For trips that involve VCE Unit 3 & 4 students adjacent to or during the September holidays, it is advisable to not miss any school days due to upcoming exams.
- Staff travel costs are to be built into the student's total payment. There will be no travel costs to staff/parents within DEECD staffing guidelines for camps and overseas trips.
- CRT replacement costs to be built into trip costs.
- At least three quotes are required with at least one of those quotes to include a local travel agent.
- Trip coordinator to organise staffing in consultation with College leadership.

Interstate Camps longer than five days:

- After approval by College Council, advanced advertising and marketing of the proposed trip will take place through whole school assemblies and a parent information night at least seven months prior to the departure date.
- Itinerary is planned and priced a minimum of nine months prior to the departure date, with an acknowledgement that price rises may occur within that time. Parents are notified via direct mail or email of trip costs and the full itinerary indicating departure and return dates at the time of confirmation.
- Curriculum-based trips must have a minimum of 20 students who have paid a \$200 deposit prior to the tour being booked. Deposits are required a minimum of six months prior to departure.
- Adventure-based trips must have a minimum of 40 students who have paid a \$200 deposit prior to the tour being booked. Deposits are required a minimum of six months prior to departure.
- Trips should coincide with school holidays with students not being absent for more than three (days of scheduled school days. For trips that involve VCE Unit 3 & 4 students, adjacent or during the September holidays, it is not advisable to miss any school days due to upcoming exams.
- Staff travel costs are to be built into student's total payment. There will be no travel costs to staff/parents within DEECD staffing guidelines for camps and interstate trips.
- CRT replacement costs to be built into trip costs.
- At least three quotes are required with at least one of those quotes to include a local travel agent and or bus operator.
- Trip co-ordinator to organise staffing in consultation with College leadership.

RATIFIED BY COLLEGE COUNCIL

_____ Date: ___/___/___
College Council President

Review Date July 2019