



EXTRACURRICULAR EXCURSIONS / TRIPS POLICY (EXTENDED EXCURSION POLICY)

All Trinity College Colac Policies will be read and developed with reference to the Core Values, Vision and Mission of the College as well as any other relevant College policies.

RATIONALE:

We believe that it is important for the students of Trinity College to be able access and take advantage of cultural, educational and physical experiences that exist beyond the classroom and standard curriculum. Excursions and trips that go beyond the standard curriculum provide a great opportunity for students to gain those additional experiences.

SCRIPTURAL CONTEXT:

'Jesus left the Jordan River and was led by the spirit through the desert where he was tempted by the devil for forty days and forty nights'
(Luke 4: 1-2)

DEFINITIONS:

Extra Curricular Excursions / Trips (Extended Excursions) is an excursion that will see students and staff stay away for at least one night and these excursions are not subject / curriculum specific and may cross more than one year level. They include international, interstate and intrastate trips and will require a significant additional monetary contribution outside the normal College levies / fees. These excursions will be referred to as "*extended excursions*".

POLICY STATEMENT:

Trinity College may provide an opportunity for its students to be involved with *extended excursions* that further enhance the students cultural, educational and physical experiences.

POLICY GUIDELINES:

GUIDELINE INDICATORS:

<p>Participation</p> <ul style="list-style-type: none"> • Approval for these extended excursions must be granted by the College Board, with these trips being able to demonstrate clear educational, religious and / or cultural outcomes. • All extended excursions will be open and available to all eligible students, subject to conditions contained within this Policy and the Trinity College Fee Policy. • Students attending such an excursion should not be disadvantaged in any curriculum assessment. • Students attending such an excursion should be able to demonstrate a clear commitment to their studies generally. • Such excursions should not adversely impact on the school curriculum. 	<ul style="list-style-type: none"> • A formal request must be submitted to the College Board and it must articulate: <ul style="list-style-type: none"> ○ Clear educational, religious or cultural outcomes. ○ Timing and duration of the excursion. ○ Year levels participating. ○ Likely cost to students, College and Others. • Excursions under this policy should where possible generally occur during school holidays • The request to the College Board should consider any impacts on the College – curriculum, staffing
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<ul style="list-style-type: none">• Teaching staff participating in such an excursion are “on duty” throughout the entire excursion.• Application for an international extended excursion to occur in a given year will be submitted to the Principal by 30 June in the year prior to the planned excursion, for consideration by the Trinity Board at its July meeting. The Principal may allow a range of extended excursions to occur over time and this range will be determined by:<ul style="list-style-type: none">○ Disruptions to normal classes and to individual student’s programs○ Costs to parents for a student at a particular Year level• Staff are to apply in writing to the school Principal for approval to participate on such excursions.• All non staff persons would need to apply to the Principal to participate on such an excursion, after meeting all the relevant College requirements and hold a current ‘Working With Children’ card.• Excursions under this policy are subject to sufficient numbers, qualification of leaders if skill expertise is required and to the fulfilment of safety requirements.• Where the number of eligible students wishing to participate on an extended excursion, exceeds the number of student places available on the excursion, then the selection process to decide which students participate on the excursion will be one that adopts due procedural fairness, as determined by the Principal.• The College should consider the behaviour and health of all students, for any student to attend such an excursion.• Excursions under this policy are not to be compulsory. <p>Safety Requirements</p> <ul style="list-style-type: none">• A full risk assessment will be conducted for the extended excursion as part of the application process.• Full student health concerns are to be detailed and forms allowing emergency medical help to be administered are to be signed by parents.• Parent contact numbers are to be listed.• Full details of dates, locations, contact numbers and itinerary are to be available at College and to each parent, before leaving.• Carrying of a mobile telephone by staff is compulsory or some means of regular contact with the College is necessary in case of an emergency.• Current Education Department requirements for first aid must be met.• Adequate first aid kits are to be taken.• Despite approval for an extended excursion having been previously granted, approval can be withdrawn by the College Board or Principal at any time, dependant on local conditions.	<ul style="list-style-type: none">• All students participating will meet all relevant study goals.• The Principal may allow an application for approval to be received by the Board after the 30 June deadline, but it must be in the year prior to the planned international extended excursion.• Excursion costs for non students participating on such excursions, to be determined by the Principal, taking into account all relevant factors.• Participation on extended excursions by students, should be generally limited to one (1) per year. <ul style="list-style-type: none">• Extended excursions that involve international travel, will take out, relevant travel insurance. <ul style="list-style-type: none">• Withdrawal of approval will take account of factors such as political issues, weather issues, transport issues and other relevant factors.
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<p>Staff / Student Ratio for Extended Excursions Within and Outside Australia</p> <ul style="list-style-type: none"> The numbers of teaching staff participating in an extended excursion will equal the required ratio per student. <p>Teachers' Expenses</p> <ul style="list-style-type: none"> If more staff would like to go on the trip than is required by the staff\student ratio and a place is available, they will pay normal fare and require Principal approval. These staff are expected to be on duty for the entire excursion. If excursion discounts do not account for the minimum teachers required, no extra cost will be borne by the students. The College will not reimburse any personal, direct or associated expenditure incurred by staff participating in the excursion. <p>Cost Considerations</p> <p>Payments</p> <ul style="list-style-type: none"> Deposits are to be paid in advance. The College can be used for approved fund raising activities for the extended excursion, but not for individuals participation costs. This policy is to be read in conjunction with the Trinity College Fees Policy. <p>Refunds</p> <ul style="list-style-type: none"> Refunds for all or part of any monies paid will occur if the College can recoup those monies from other agents or if monies have not been spent already in preparation for the excursion. Early notice of withdrawal would increase chances of refund. If students are disallowed from participating in the excursion for any reason during the year, the same above refund policy will apply. <p>Fund Raising</p> <ul style="list-style-type: none"> Fundraising activities, involving the College to be undertaken in relation to assisting individuals to participate in an extended excursion would not be supported. Any funds raised for an extended excursion would be targeted towards a program\charity or organisation. preferably Catholic, in active support of an area visited or studied as part of the extended excursion. 	<ul style="list-style-type: none"> The Staff\student ratio will be consistent with those stated in CEOB Guidelines
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REFLECTIVE MATERIAL:

CEOB Guidelines

CECV Policy

DEET Policy

Board Chairman:	Stephan Ryan
Ratified:	11th November 2014
Date of next Review:	November 2017