



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 access and take advantage of cultural, educational and physical experiences that exist beyond the classroom and standard curriculum. Excursions and trips that move beyond the standard curriculum provide a worthwhile 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) are excursions that will see students and staff stay away for at least one night. These excursions are not subject or 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. • Students attending such an excursion shall have a history of good behavior and maintain good behavior. • Students attending such an excursion shall have a history of good health and maintain good health. 	<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. ○ Participating Year levels. ○ Likely cost to students, College and others. • Excursions under this policy should, when possible, generally occur during school holidays • The request to the College Board should consider any impact on the College, in terms of curriculum and staffing

Such local conditions will include factors such as political issues, weather issues, transport issues and other relevant factors.

Staff / Student Ratio for Extended Excursions Within and Outside Australia

- The numbers of teaching staff participating in an extended excursion will equal the required ratio per student.

Staff Expenses

- 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 staff 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.

Cost Considerations

Payments

- Deposits are to be paid in advance.
- The College can be used for approved fundraising activities for the extended excursion, but not for individual's participation costs.
- This policy is to be read in conjunction with the Trinity College Fees Policy.

Refunds

- 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 above refund policy will apply.

Fundraising

- Fundraising activities involving the College in relation to assisting individuals to participate in an extended excursion will 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.

- The staff student ratio will be consistent with those stated in CEOB Guidelines.

REFLECTIVE MATERIAL

CEOB Guidelines

CECV Policy

DEET Policy

Ratified 14th November 2017

Board Chairman Anne Ditty

Date of next review November 2020