

International Tours Policy



RATIONALE:

Ballarat High School's international tours program provides our students with opportunities to extend their learning and develop social and cognitive skills in environments which extend far beyond the classroom. They develop leadership and teamwork skills in often challenging environments, extending their knowledge of the world and their place within it.

Ballarat High School currently supports the following International Tours

1. German Sister School Exchange Tour
2. Japanese Sister School Exchange Tour
3. Space Tour, NASA, USA
4. World Challenge Expedition
5. Paris Art Study Tour

PLANNING:

Any proposal for an international tour must be:

- Submitted to the School Leadership Team on the "New International Tour Proposal" submission form.
- Approved by the School Leadership Team.
- Given in principle approval by School Council.

APPROVALS:

- All international tours must be approved by the Ballarat High School Council at least 2 months prior to their being undertaken. Tour Leaders must complete all required paperwork in a timely manner.
- Approval from the Regional Director must also be gained, in line with the processes and timelines required by the Department of Education and Training.
- At the end of each tour, the Tour Leader is responsible for providing an evaluation report to the School Leadership Team. As part of this evaluation, the Leadership Team will approve or not approve repetition of the tour.

STAFFING:

- The Principal will appoint a Tour Leader for each tour and assign a member of the Leadership Team to support the Tour Leader in completing the planning for the tour.
- The Tour Leader is responsible for the planning, organisation and implementation of the tour.
- Further tour staff will be selected through an Expression of Interest process in line with processes outlined in the BHS Staffing policy. Selection panels will be constituted in line with the BHS staffing policy. Selection criteria will relate to the purpose of the tour and to what staff

members can both contribute and bring back to the school from the tour and will be published as part of the Expression of Interest process.

- In some instances it will be required to select specifically either a male or female staff member to provide gender balance and meet DET requirements.
- All tour staff members need to have current level 2 First Aid certification including CRP, Asthma and Anaphylaxis training.

STUDENT SELECTION:

- The timing of student selection is determined by the International Tour Schedule. Advertising of the tour and student selection processes will occur in line with that schedule.
- Student selection processes will be conducted in a fair, open and transparent manner. Students will be required to apply to be selected for the tour. Selection criteria for each tour will be published and made clear to all applicants. Students will be required to undertake an interview to determine eligibility.
- Ballarat High School reserves the right to not accept any application where the School Leadership team feels that the student has not acted in line with school values and where there is a risk that the student will act in a manner detrimental to Ballarat High School while on the tour.
- All students and parents must sign a code of conduct prior to departure.

FUNDING:

- All tours will run on a strict full cost recovery basis with no subsidy provided by School Council.
- While costs will be kept to as low as possible, it is recognised that these tours are expensive and that students may be undertaking fund raising to help cover costs. Support will be given to these fundraising efforts although they need to be undertaken in line with the school's fundraising policy.
- All tours will implement a payment plan to allow payments to be made in regular amounts. Parents will sign an agreement to the payment plan as part of their child's acceptance for the tour.
- The payment plan must include cancellation causes which support the ability of the tour to meet its financial obligations.
- The Tour Coordinator will monitor payments and ensure that payments are made on time. Non payment of any instalment will put that student's participation in the tour at risk. The Tour Coordinator will contact the parent to indicate the payment has been missed. If the payment is not made within one week of the phone call the student's participation will be suspended until a parent meeting is held and a commitment made to the completion of the payment plan.
- No student will attend an international tour unless full payment has been made prior to departure.

APPROVAL:

This policy was approved by School Council on the 19th of August, 2015

EVALUATION:

This policy will be reviewed as part of the school's four-year review cycle.