



ST KEVIN'S COLLEGE

OVERSEAS & INTERSTATE TOURS POLICY

INTRODUCTION

Recognizing that much can be achieved by way of the educational and social development of boys in cross-cultural situations, St Kevin's College provides students with regular opportunities to participate in overseas and interstate tours.

DEFINITION

Interstate tour refers to any official College tour that involves travel to other Australian states or territories. Overseas tour refers to any official College tour that involves travel to countries other than Australia. It does not relate to compulsory academic or co-curricular trips such as OAP destinations within Australia or full class trips such as a Politics excursion to Canberra. The College Leadership Team will approve interstate, or other extensive excursions if the educational content is of a clearly demonstrable value and the excursion is a requirement for all students to complete that unit of study.

GUIDELINES

The College will only approve interstate or overseas tours that have a clear educational and pastoral purpose. Ideally tours should allow for an element of social justice involvement and be related clearly to our EREA Touchstones.

1. A detailed proposal containing the rationale and educational objectives and showing research of costs and itineraries must be submitted to the Headmaster before consideration would be given to approval at a College Leadership Team meeting.
2. The Headmaster will appoint all staff members participating in the tour.
3. Spouses and/or children travelling with the College do so at the discretion of the Headmaster.
4. Fundraising for any tour should not impinge upon College fundraising. Tours should be cost neutral to the College.
5. Tours are to be planned and approved with such lead-time that students can save toward the cost.
6. Normally, the cost to staff members, other than personal expenses will be factored into the budget.

7. In the case of overseas travel the College reserves the right to cancel the tour if the Department of Foreign Affairs and Trade “*advises deferment of non-essential travel*”. This would be determined via the Government department website’s official grading of a destination safety. (Website: www.dfat.gov.au/travel with fax back updates available on 02 6261 1299).
8. The ethos of the College must be upheld in all aspects of any time away, including participation in Sunday Mass.
9. All tours must be organized through registered travel providers. Flight Centre is to be used for all flights until further notice or unless the Headmaster grants specific permission for a Tour Operator to organize the air and ground component of a tour.
10. Students to tour will be selected following a formal review of the proposed tour party at a meeting of the College Leadership Team. The Headmaster’s decision on the composition of the tour party is final. Criteria to be used by the Headmaster and Leadership Team will include :
 - Discipline and behavior record of a student
 - Sustained involvement and capacity in the particular activity or subject
 - Commitment to ongoing involvement in the particular activity or subject
 - Balance in the tour party – age, positions, instruments, etc.
 - Overall academic effort by a student
 - All College fees and costs are up to date
11. Once a tour has been successfully conducted and a subsequent tour is proposed with minimal alteration of itinerary or purpose, then the application, whilst still in writing, requires less detail and the tour needs only to be registered as occurring on the recommendation of the Headmaster to the Board.

REVIEW

This policy will be reviewed every two years or as the Board determines.

Updated April 2015