

Extended Study Tours Policy

Formulated by: College Executive

The purpose of this policy is to guide staff in the planning and implementation of extracurricular travel and study experiences for students of the College. This policy is to be read in conjunction with *CEOM Policy 2.28* and the *Ave Maria College Fees Policy 2011*.

Mission Statement

An *Extended Study Tours Policy* should “guide each young woman to develop as a whole person, striving for excellence”.

Intentions

Our *Extended Study Tours Policy* (Tour/s) will

1. Provide students with opportunities to enrich their learning.
2. Provide students with opportunities to develop cultural sensitivity in interactions with people.
3. Provide students with opportunities to develop an appreciation of diverse values and beliefs.

Definition: An Extended Study Tour is any tour conducted on behalf of the College outside the State of Victoria.

Consequences

The College will

1. Offer Tours on a regular basis, subject to the availability and interest of suitably qualified and experienced staff.
2. Require the area of study Team Leader/s to prepare and table a submission for each proposed Tour. Included in the submission will be an identification of anticipated learning.
3. Use a reputable travel agency that specialises in Tours to make the necessary travel, accommodation and tour arrangements.
4. Require the financial details be approved by the College Business Manager prior to distribution to potential participants.
5. Require that Tours, where possible, be conducted at such times that minimises staff and student absence from class time i.e. to be inclusive of school holidays.
6. Provide parents/legal guardians with detailed information about the Tour, including a risk assessment.
7. Require students to
 - a. be undertaking studies at the College in the area upon which the Tour is focussed
 - b. be enrolled in Year 10 or above, and at least 15 years of age, at the time of departure
 - c. formally apply to participate in a Tour
 - d. provide evidence of consistent compliance with the College’s expectations regarding conduct and behaviour
 - e. be fit for travel i.e. emotionally resilient, healthy and physically independent
8. Require parents/legal guardians to
 - a. give written consent allowing their daughter to participate in a Tour
 - b. ensure their daughter’s immunisation is current and appropriate to the destination (as applicable)
 - c. provide all required documentation, including full medical disclosure, to the College
 - d. provide appropriate insurance, including cancellation insurance, for their daughter
 - e. meet all expenses incurred by the College for their daughter, by their daughter, or as a consequence of any action by their daughter
 - f. meet the full costs of the return of their daughter to Melbourne in the event of behaviour which places members of the group under duress. This includes the return cost of any



- supervising staff required to accompany their daughter back to Melbourne, as well as any cost associated with either returning this supervising staff member, or a replacement staff member, back to the location of the touring party
- g. Meet any additional costs incurred by the College, for the provision of additional or extended supervision of their daughter, as a result of her being removed from the touring party, or detained, as a result of her behaviour
9. Failure to accept and to comply with 7(a) to (g), in accordance with the schedule, will result in the student not being permitted to participate in the Tour.
 10. Require that the supervising staff are
 - a. suitably qualified and experienced
 - b. solutions oriented team players
 - c. fit and in good health
 11. Require at least one member of the College Executive attend where possible.
 12. Reserve the right to not allow a student to participate in a Tour.
 13. Reserve the right to cancel a Tour in the event of unforeseen circumstances or safety concerns. The Principal will make such a decision.
 14. Require the payment of a non-refundable deposit.
 15. Reserve the right to apply a limit (both maximum and minimum) on the number of students who may participate in a Tour.
 16. Reserve the right to implement a selection procedure.
 17. Ensure the Tour is cost neutral to the College. This includes the cost of providing replacement staff to cover classes normally covered by staff participating on the tour.

Ratified by: Board of Governance

Date: Nov 2012, 26 August 2014