ST PATRICK’S COLLEGE
GYMPIE

EXCURSION – OVERSEAS/INTERSTATE Policy

Policy

St Patrick’s College supports overseas/interstate excursions that extend the curricula and co-curricula offerings of the College. Excursions may involve the staff and student community or the wider College community.

Implementation

1. Person proposing excursion should discuss proposal with Principal outlining benefits of excursion in terms of mission, academic, cultural, sport or social justice

2. Principal/Trip organiser determine student/staff ratio. Consideration given to destination, level of physical activity etc. (BCE and State Education guidelines regarding such excursion will be considered)

3. Trip is to be fully funded by participants – no cost should be incurred by College. To ensure this:
   a. Excursions advertised well in advance (at least a year if possible) in newsletter and/or website
   b. Expression of Interest letter clearly sets out costs and timelines for payment
   c. Payment dates set so all payments are made before payment is due to agencies
   d. The deposit should be at least half the cost of the trip
   e. Deposits will only be refunded if family/student are able to find replacement

4. Trip organiser will normally accompany trip. If this is not the case, detailed briefing will be provided for staff who accompany the trip

5. For Interstate/Overseas travel a staff member from each gender should accompany trip

6. Principal and trip organiser will determine which other staff members are to accompany the trip

12 August 2011