
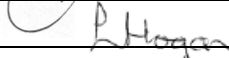
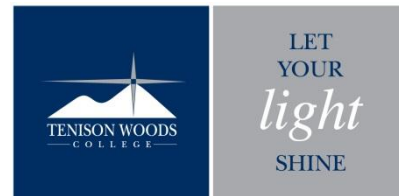


TENISON WOODS COLLEGE

INTERNATIONAL TRAVEL POLICY

INTERNATIONAL TRAVEL POLICY approved by:			
SIGNED (Principal or Delegate)	David Mezinac 	Date:	30.10.2024
SIGNED (Board Chair)	Lisa Hogan 	Date:	30.10.24
PROCEDURE TO BE REVIEWED BY (person/role):	Board	Review Date:	2026

INTERNATIONAL TRAVEL POLICY



1. Our Vision

Our understandings and actions at Tenison Woods College are based on our vision that the “Tenison Woods College community lets its light shine for the world through faith and action.” We have a deep conviction that every learner has a place, every learner has a pathway, and every learner will shine. That is our challenge and our celebration.

International travel for our students helps them find their place and fulfil their pathway in life.

2. Our Inspiration

We draw our inspiration from the College’s Vision, Mission and Commitment document. It indicates that Tenison Woods College is a transformative community which has as its mission:

“To provide a welcoming and inclusive Catholic education and care for all in our community, following Christ as our Light in the spirit of our founders.”

Furthermore, through connecting to our global community through opportunities of international travel our school community:

- 2.1. Values the gifts and talents of each person and facilitates achievement in the spiritual, academic, social, personal and cultural aspects of life.
- 2.2 Fosters the understanding that we are an integral part of a greater creation called to respond with loving action and relationships.

3. Our Commitment to Fostering Travel

The Tenison Woods College Board fosters excellence in faith, community, leadership, academia, performing arts and sport achievement by supporting students who represent the College overseas. As such the Board welcomes staff who propose opportunities for students to experience the world.

The College has a proud and vibrant history of supporting student international travel to Timor Leste, USA, Italy and Japan. The College is looking to expand these offerings into the future commensurate with its curriculum offerings.

4. Application to Conduct a Trip

Staff who plan to organise an international trip are asked to seek approval from the College Principal 18 months prior to the proposed date of departure.

5. Financial Commitment

School auspiced trips overseas will be organised in a manner that all costs to organise and run the trip will be borne by the student group attending.

6. Staff Attending

- 6.1. The staff attending the overseas trip will be discerned using a pre-established criteria determined by the trip coordinator in conjunction with the Principal (or their delegate) to facilitate the best possible experience for students.
- 6.2. Interested staff will be invited to participate in an application and selection process that will be determined by the trip’s coordinator and the College Principal (or their delegate).
- 6.3. The composition of the staff attending will ensure a succession strategy so that the trip can confidently be held again in subsequent years.

7. Cost to participants

The cost to students will be 100% of the participant cost. The cost to staff will be determined by their responsibilities on the trip in the following manner:

- | | |
|---|---|
| 1. Lead Organising Teacher/s | 0% of the participant cost of the trip. |
| 2. Active Supervising Staff / Volunteer Adult | 30% of the participant cost of the trip. |
| 3. Interested Adult Participants | 100% of the participant cost of the trip. |

8. Fundraising

The College welcomes fundraising for overseas trips but has a preference for fundraising for trips which will benefit our global sisters and brothers who are less fortunate than we in Australia.

All fundraising initiatives are approved through existing processes.

9. Student selection criteria

- 9.1. The organiser of the specific overseas trip will determine and publicise the criteria for the international trip in collaboration with the Principal or their delegate.
- 9.2. The organiser of the trip and the Principal will determine if an individual student should be able to attend more than one international trip in a calendar year.
- 9.3. The families of students who attend international trips should have no other unmet financial liabilities with the College.
- 9.4. Preference for international travel will be given to senior school students, commencing with year 12, year 11 and then year 10 students.

10. Concerns in Relation to Implementation of the Policy

Any concerns or questions in relation the implementation of the Policy are to be directed to the Principal, who may consult the Leadership Team and College Board for further discernment and resolution.

11. Roles of staff organising and participating in international trips

11.1. Lead Organising Teacher / Tour Coordinator

- Planning of entire tour and oversee all aspects.
- Collaboratively work with tour provider to build tour itinerary.
- Budget and cost structure of tour in collaboration with school finance team & tour provider.
- Appoint tour staff in collaboration with school Principal.
- Finalise tour participants list in collaboration with Heads of School, Deputy Principal and Principal.
- Create and present all tour information evenings.
- Chair any tour fundraising committee and coordination of all fundraising initiatives.
- Prepare any uniform design, sizing and ordering.
- Coordinate tour preparations / trainings in collaboration with tour active supervising staff / coaches.
- Develop all trip documentation for tour approval in collaboration with Deputy Principal.
- Arrange travel insurance; administration and administrative support of all tour documentation.
- Coordinate the day to day activities whilst on tour.
- Ensure risk assessments are prepared and implemented.
- Facilitate processes for student development of personal responsibility, and positive well-being.
- Game night coordinator.
- 24 hours on call for emergency situations and contact.
- Tour public relations and promotion.
- Manage school cash card and associated financial obligations whilst on tour.

11.2. Active Supervising Staff / Assistant Tour Coordinator

Working collaboratively with the Tour Coordinator with all tour responsibilities, which may include the following:

- Tour blog, public relations and promotion.
- Small group leader.
- Tour logistics.
- Creation of all tour documentation and family follow-up/liaison.
- Implementation and coordination of all fundraising initiatives.
- Liaison with the College Finance Department for fundraising and accounts.
- Preparation for meetings and associated follow up.
- Uniform sizing and tour group ordering.
- Preparation of all medical, dietary and insurance requirements prior to departure.
- Coordination of student rooming/accommodation on tour.
- Supervision of students during hotel stays and enforcing night time policy.
- Supporting game night.
- Student well-being and support;
- Tour logistics – liaise with bus company & drivers; which may include gratuity for bus drivers
- Liaise with school staff
- Coordinate airport security & customs.
- Hold HC licence as part of tour emergency contingency.

11.3. Tour Staff

- Support Tour Coordinator & Assistant Tour Coordinator in all aspects of the tour.
- Be actively involved in all fundraising.
- Present for all tour meetings, presentations, activities.
- Supervision of students during tour activities at all times.
- Supervision of students during hotel stays ensuring rooms are kept clean/tidy and enforcing night time policy.
- Potential game night role (coach, assistant coach, team manager, supervision).
- Student well-being and support.
- Public relations and promotion.
- Small group leader.

Tour Staff / Coach

- Plan and implement the training program for the preparation phase of the tour.
- Work collaboratively with the Tour Coordinator to finalise playing lists
- Game night coaching.
- Match reports for each game.

Interested Adult Participants / Chaperones

- Student well-being and supervision support during the tour.
- Support of all tour fundraising.
- Small group leader.
- Potential game night role (coach, assistant coach, team manager, supervision).
- Public relations and promotion.

11.4 College Finance Officer

- Receive a list of attending students and clarify financial eligibility.
- Create a new account for each participant.
- Invoice participants.
- Ensure each participant has a viable payment plan.
- Facilitate overseas tour payments.
- Record and manage fundraising income.
- Invoice businesses for fundraising that occurs.
- Organise float and Eftpos machine for fundraising endeavours.
- Support the financial record keeping of the fundraising events.
- Organising the tour travel card.
- Reconciling each trip overseas to ensure all costs are covered.
- Supporting trip coordinator in the partnership with parents, in relation to trip costs, fundraising and tour transparency.