



## **SPECIAL POLICY** **School Visits to SAMOA**

REVIEWED: April 2018.

*(This procedure must be updated in the year that the actual trip takes place -the next full review will be 2019.)*

### **Rationale**

The Raumati Beach School BOT approved the inaugural trip to Samoa, which was held in November 2011, the Board of Trustees has agreed that the school will foster relationships with selected Samoan Schools by sending a group of students to visit Samoa every second year commencing 2011. As this represents a major commitment for the school it is important to have a clear set of guidelines for the school community that outlines how such trips will be managed and to ensure that the school receives maximum benefit from the trip.

### **Purposes**

The purpose of this special policy is to outline:

- Decision making in relation to the trip.
- The selection of travellers (children, school staff and other adult helpers)
- The rights and obligations of all travellers to participate in fundraising events associated with the trip
- Individual sponsorship of travellers, and
- Provision of feedback to the community.

### **Guidelines**

#### 1. Decision-making

##### Selection Committee

The Board through the Principal shall establish a Selection Sub-committee to oversee selection of travellers and all management decisions in relation to the Samoa visit prior to departure. The committee is responsible for managing the Policy and is not responsible for the trip organisation.

The committee may consist of:

- The Board Chairperson (substitute – BOT Member)
- The School Principal (substitute – staff member-nominated teacher)
- The School Deputy Principal(s) (substitute previous staff who have lead the Samoa Trip)
- Staff travelling on the trip (once selected)

Substitutes may be appointed to the Selection Committee to avoid any conflict of interest where students of staff members or BOT members have applied to be considered.

##### Trip Leader

One of the staff members (usually a senior staff member e.g. Principal or an experienced staff member who has previously travelled up to Samoa before) travelling on the trip will be appointed the Trip Leader. The Trip Leader will be responsible for all decisions that arise from the time of departure until return and for all matters relating to health, safety and wellbeing of the travelling party.

**All decisions made by the Selection committee or the Trip Leader will be final. All participants (including children and their parents/guardians) will abide by the decisions made.**

## **2. Selection**

All travellers will be selected no later than six months prior to the trip. Potential travellers will be required to express interest by way of a written application form developed and distributed by the School, which will ask some basic questions of the child. Some minimum eligibility criteria will apply but subsequent selection will be based on merit.

Students will be selected based on the following criteria.

- Behaviour – the student will not have been involved in any behaviour incidents that have previously lead to their removal from a class trip or have resulted in a stand down in the current calendar year. Previous behaviour concerns will be a factor but do not automatically exclude a student from applying.
- Confidence – the student will need to be able to communicate effectively with adults and also be prepared to be part of our cultural performance group for the exchange. They must be able to perform confidently in front of their peers.
- Adaptable – students will need to be able to adapt to all conditions. They will be exposed to a very different style and way of living and must be able to cope.
- Actively involved – students must be willing to give all activities / food etc a try
- Respectful –students need to understand local customs and behave in a manner which shows respect at all times.
- Students will need to be involved in or be prepared to join the school Kapa Haka performance group prior to the trip. Students need to be confident when performing as a large part of the trip involves cultural performance.

Students will be shortlisted and may be invited to attend a brief interview if further information is required.

The school reserves the right to withdraw a student from selection at any time in accordance with this policy and/or where a traveller is not well or able to travel as a result of personal circumstance. Where this occurs, a stand-by may be able to attend in their place. The health, safety and well-being of all travellers is paramount.

### **Students**

There will be no less than 15 and no more than 20 students on any one trip. To be eligible for selection, children must: ***For xxxx the school has decided that there will be between 16 -18 student travellers, due to accommodation restrictions.***

- Be in Year 7 or Year 8 in the year of travel, and
- Not have been stood down or involved in any major discipline incident in the current calendar year.
- Have been students at Raumatī Beach School for at least two terms prior to the year when the exchange is scheduled to take place.

Eligible children will be subsequently selected based on criteria as above and that also includes:

- Demonstrating a commitment to learning / experiencing a different culture
- Demonstrating they will be good ambassadors for the school.

In making selection, the committee will be guided by contributions from teachers on each child's suitability. The Selection committee reserves the right to select only those children that meet the selection criteria and does not have to select the maximum number where there are insufficient suitable applicants.

### **Staff members**

There will be **up to** three staff members on each trip. Preference will be given to teaching staff and all applicants must be able to demonstrate a passion for travelling to Samoa with the children. Previous travel will not preclude a staff member. The Principal (or Deputy Principal) travels as the Senior School representative. (The Principal or Deputy Principal are not included in the staff numbers)

The Selection-committee will select two staff members and a stand-by, based on merit, and appoints one staff member as the Trip Leader. Where necessary, applicants may be required to attend an interview with the Selection-committee.

Once selected the staff members will form the basis of the selection panel and the organising group for the current and next trip up to Samoa. Each staff member will have two school visits with students up to Samoa. In the event a staff member leaves before the next trip the Principal has the right to substitute a teacher who has previously travelled to Samoa.

A new staff member(s) will be selected to accompany the previous teachers who will then rotate out allowing new staff to gain the experience of being involved. (Please note that this could vary due to previous staff no longer being employed at RBS)

The Principal & The BOT have a right to replace a staff member at any time if there are questions regarding the staff members' ability to safely lead the group or general teaching competency.

Each visit must be led by at least one staff member who has Management Experience. Where necessary the Principal &/ or Deputy Principals may need to be involved (if the staff involved do not have enough experience) to ensure that planning, organisation and running of the trip is carried out effectively.

### **Adult helpers**

Up to three adult helpers, and a stand-by, will be selected to ensure that a minimum ratio of one adult to four students is maintained. To be eligible for selection adult helpers must be a parent or primary guardian of a child (or children) already selected as a traveller(s), and:

- Must be able to get on well with and relate to the children and staff members travelling on the trip
- Be able to demonstrate an interest in Samoa and/or give good reasons why they are suitable to participate
- Will be subject to a Police background check to confirm suitability.
- Demonstrates that they are able to keep information confidential.
- Be supportive of the school and the staff.

Adult helpers must be willing to attend an interview with the Selection-committee (including travelling staff members) as part of selection if required.

### **3. Fundraising**

The costs of adults travelling to Samoa will be met as equitable costs across all the participants. (Parents travelling may be asked for a “Koha,” to help offset some of the costs. All Students travelling to Samoa will be required to meet their own travel costs through a combination of their own funds and personal fundraising monies.

All participating children and their parents/guardians must be involved in fundraising for the trip. The parent group **may** choose to form an “Organising Group.” This group if formed will be voluntary with any monies raised by them going towards the costs for their children.

*PLEASE DO NOT APPROACH LOCAL BUSINESSES FOR SPONSORSHIP.* We have existing relationships with many of these businesses that support our general fundraising events, especially the Xmas Gala.

If there is a local business that you would like to approach, that you feel may not be an existing sponsor, please contact the school to check. (Please note: This does not include car washes, bake sales or sausage sizzles held outside local businesses.)

The school may choose to organise a school-wide event such as a mufti day. The money raised will go towards either a specific item such as transportation or will be shared evenly amongst all travellers.

### **4. Responsibilities of Travellers**

In addition to fundraising all travellers will be expected to:

- Abide by decisions made by the Selection-Committee and Trip Leader
- Separately arrange for passports, visas, vaccinations, etc as required.
- Participate in the provision of feedback to the wider school community to facilitate maximum benefit from the trip. Examples of feedback include:
  - Presentation at a school assembly
  - Evening presentation to parents and sponsors
  - Newsletter or brochure
  - Preparation of a study or display on a related topic
  - Presentation to individual classes
  - Writing a formal letter thanking sponsors
  - Preparation of materials for local bulletin boards, social media, community and regional newspapers.

### **5. Payment**

There will be a number of progress payments required in the lead up to departure. These payments must be made in full by the due date. Failure to do so will see your child being withdrawn from the trip. It is important that if your financial circumstances change, that you contact the trip leader to discuss options before these due dates.

A full payment schedule will be provided to all selected participants.

*THE TRIP LEADERS FOR THE xxxxxx VISIT ARE: To be confirmed*