

> Organising and International School Excursion

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This pamphlet is intended to serve as a guide to help teachers who wish to take a group of students overseas on an educational excursion. The document is subject to change due to variations in policies and procedures.

Introduction

School excursions should be an integral part of the programmed activities of a school and must respect the educational needs of all students in the school. They must be planned carefully and an Approval in Principle must be obtained from General Manager Schools (See Policy at end of this document). Ministerial approval must be obtained prior to the commencement of any international excursion from a government school and is obtained through a memo from the Secretary to the Minister. This Ministerial Memo is drafted by the school using a prescribed format available on-line or from Ministerial Liaison Section (Telephone: 89 995 766/89 995767)

It should be noted that approval will not be given unless appropriate insurance cover for all members of the party can be demonstrated. This includes accompanying parents and any other person not employed by the Department. It is a prime responsibility of the school Principal to ensure that all planning is correctly done and that all reasonable care is taken to ensure the safety of students and staff.

Teachers undertaking approved school excursions are deemed to be on duty and are covered by Workers Compensation. Accompanying others are not. There is no fixed teacher/student ratio for international excursions and assessment will be made on a case by case basis. It is vital, however, that at least two teachers accompany the group and due consideration is given to an appropriate gender mix. An accompanying parent can not substitute for a teacher.

The timing of a school excursion is an important consideration to avoid unnecessarily disrupting the normal school timetable. If practical, extended excursions should be planned to take place during stand-down periods.

It is strongly recommended that the planning of an international excursion be initiated at least five months before the date of departure. There is no substitute for detailed consultation and planning at a very early stage to avoid disappointment and financial loss. The Coordinator International Services provides planning, protocol and scheduling advice and should be contacted during the early conceptual stage.

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An international excursion is an exciting educational adventure for both teachers and students. The event, however, will only be as successful as the quality of planning permits. Remember: Proper preparation and planning prevents poor performance.

Planning and Administration

Concept Development

The concept should be developed at least five months before the proposed date of departure

1. Discuss with school principal, other staff and students. Seek advice from colleagues, Coordinator, International Services and others
2. Drafting of itinerary of proposed excursion
3. Promotion of excursion in school, communication with parents and establishment of excursion group
4. Make tentative bookings and identify insurance arrangements

Arranging Approval in Principle

5. Send draft proposal to the Coordinator, International Education Services

including the following information:

- Dates of travel/nature of excursion/justification of timing
- Educational Benefits
- List of adult and student participants with their age and sex
- Planned itinerary giving details of intended school visits and billeting arrangements (if applicable)
- Details of intended insurance/evacuation arrangements.

This information should be provided as early as possible.

6. If everything is in order, the Coordinator International Services will recommend that the school requests Approval in Principle from the appropriate General Manager Schools.

Bureaucracy

The following documentation should be submitted through the normal channels two months prior to departure.

1. A Ministerial Memo prepared by the school.
2. Form NTE 210: Application for Extended Excursion.
3. Form NTE 122: Movement Requisition for each accompanying teacher.
4. List of all students. (Show DOB, sex and year level)
5. Detailed itinerary, including contact telephone numbers.
6. Details of medical and evacuation insurance.
7. Memo of Support from Coordinator International Services

Please note: Form NTE 250 (Parent Consent form) is to be kept by the school

General Checklists

PASSPORT, VISA AND DOCUMENTS:

1. Passport valid for journey? (Indonesia requires 6 months validity beyond return date)
2. Foreign passport - re-entry to Australia valid?
3. Name in passport same as for ticket
4. Visa valid for journey?
5. Vaccinations? Allergies? Seek medical advice well before departure.
6. Photocopy first 4 pages of passports and store separately.
7. Insurance issued? Read the small print.

AIR TRAVEL

1. Air tickets agree with itinerary.
2. All flight coupons intact?
3. All air reservations OK? If not, why?
4. Departure times and flight details rechecked?
5. Domestic (local & overseas) air tickets issued?
6. Name on ticket same as in passport?
7. Are airport transfers arranged?
8. Allow sufficient funds for airport taxes at all junctions.

LAND ARRANGEMENTS: (if included in a package)

1. Voucher agree with itinerary.
2. Hotel reservation, OK ? If not, why? Check-out times understood?
3. Are meals/breakfasts prepaid?
4. In which form is money to be carried? (Cash, travellers cheques etc)

FLIGHT INFORMATION:

1. Reconfirmation of flights and departure times. Re-confirm on arrival.
2. Read Travel Notes included with Ticketing and heed advice.
3. Open-date travel? Be aware of overseas office hours and public holidays.
4. Check if vouchers are refundable if not utilised.

Please note that this list is a guide only and should not be considered absolute. Take care to add other elements to be checked

OTHER ELEMENTS TO BE CHECKED

1.
2.

Other Suggestions

1.
 1. Keep a copy of all documents for taxation purpose.
 2. Calculate cost on a day-to-day basis. Remember all the little extras eg. airport taxes, medicines, etc. Add an amount for unforeseen expenses.
 3. Parents should be reminded in writing that vaccinations and health requirements are their responsibility.
 4. Identify students that may present discipline problems and consider appropriate action.
 5. Arrange insurance to cover medical, loss, theft and flight cancellations, and evacuation. It is best to insure the whole group with the same insurance agency.
 6. Decide on acceptable dress standards for official engagement as a group.
 7. Prepare checklist of things to bring. Allow for lack of opportunity to wash clothes.
 8. Discuss gifts for individuals and institutions visited.
 9. Confirm and recheck all itinerary arrangements.
 10. Meet (perhaps have a barbecue) with participants and their parents to discuss the excursion.
 11. Remember to send thank you letters after the excursion.

Department Policy (Current 30 August 2002)

CATEGORY E SCHOOL EXCURSIONS

Category E comprises excursions overseas and require Approval in Principle from the appropriate General Manager Schools, at the early planning stage, and Ministerial Approval prior to departure.

To obtain Approval in Principle from the appropriate General Manager Schools, it is a requirement to consult with International Services Branch during the early planning stage to identify potential problems and to clarify procedures. Approval in Principle will not be granted without the support of International Services Branch.

The Approval in Principle request should take the form of a concise memo from the school Principal to General Manager Schools outlining

- dates of excursion
- nature of excursion
- educational benefit
- need for it to be undertaken during school time
- effect on school program
- support for excursion from school council (school community) and from International Services Branch.

Approval in Principle from General Manager Schools must be obtained prior to applying for the Approval of the Minister.

Application for the Approval of the Minister should be made by the Principal as Requesting Officer, through the appropriate General Manager Schools who is the Recommending Officer, and through the Chief Executive Officer. These documents should arrive at the Minister's office at least four weeks before departure. Parents must be informed of all details of the excursion and parental approval is required (NTE 250).