



OVERSEAS TRAVEL POLICIES, PROCEDURES & GUIDELINES

Introduction

The Mission Statement of Penola Catholic College inspires the Overseas Travel Policy.

In particular, the policy is influenced by the following value statements:

- We strive for school structures and curriculum that are just, flexible and open to critical appraisal.
- We strive to offer the best possible education for each student.
- We appreciate and foster creativity and the many forms of its expression.
- We commit ourselves to the development of skills and talents through a broad-based and inclusive curriculum.
- We embrace the gospel values of justice, compassion and reconciliation in the ways we relate and work with each other.
- We believe that all people should be treated with dignity and compassion respecting and celebrating the richness of our social and cultural diversity.
- We promote critical thinking and a spirit of enquiry.
- We believe that all members of the College community, female and male, must have equal opportunities to develop their full potential.
- We believe that students should be encouraged to be critically aware of the society in which they live.
- We believe that the Christian message of hope will shed light on our relationships, our learning, our appraisal of the world and our participation in the world.

Aims

- To provide immersion experiences in the culture of another country, which may include a homestay experience.
- To broaden the learning experiences of all students across all curriculum areas.
- To recognise the value of studying Languages.
- To provide Languages students with the opportunity to:
 - enhance their awareness of different cultures
 - apply the language learnt in class for Languages students
 - discover how language shapes people's world views

- develop cultural sensitivity by learning how to interact with different people
- appreciate diverse values and beliefs.

The College will develop a process for the organisation of overseas travel. See Appendix C.

Student Selection Criteria

The College reserves the right to decide which students will attend any overseas excursions organised by the College. The final decision always rests with the College Principal.

The following criteria will be taken into consideration when deciding which students are eligible to participate in an overseas excursion:

- Family financial commitments to the College have been met in terms of payment of fees, etc.;
- The student is demonstrating a consistent approach to the study and a sound competence in the area of study relating to the purpose of the overseas excursion.
- There are no behavioural concerns regarding the student.
- The student will be studying in the subject area related to the overseas excursion in the year that the overseas excursion is to take place.

Criteria For The Selection Of Staff For Overseas Excursions

The following criteria will be taken into consideration in deciding which staff are to attend extended overseas College excursions.

The final decision will rest with the College Principal, in consultation with the organising staff member.

Selection Criteria

Organiser

The staff member(s) responsible for the organisation / approval of the overseas excursion, would have first preference in selection.

Subject Area

Staff members who are currently teaching in the subject area related to the overseas excursion would be considered.

Experience

Staff members who have specific experience relevant to the excursion and who would make a positive contribution to the success of the overseas excursion would be considered.

If a vacancy were still to exist, it would be advertised to all staff. All staff interested in selection would be asked to apply using the appropriate application form.

Every effort would be made to have both genders represented in accompanying staff where a co-educational group of students is involved.

Supervision Of Students On Overseas Excursions

General Supervision Of Students

Normally, while on overseas trips, students are at all times under the supervision of a College staff member, except when the staff ascertain that students may walk about in groups unsupervised for a designated period of time. Evening excursions will only occur if they are part of the overseas program, in which case staff members will supervise students at all times. Students will not be permitted to go out in the evenings without supervision. When there is a homestay component, students are the responsibility of the host family when they are in their care.

Non Homestay Activities

When students are not in the homestay situation, they will follow the directions of the supervising staff. The requirements are:

- All meals will be taken together with staff unless otherwise instructed;
- Instructions regarding times for rising at the beginning of the day and for retiring at the end of the day are to be followed;
- Students will participate in all daily activities as set out by the overseas program, under the supervision of the staff;
- Normal College rules apply.

Homestay

While students are in the care of the host family, they are to follow directions as set out by the host family. Students will attend the scheduled classes and any activities that have been organised by the hosting school. Particular requirements are such that students:

- Must meet the supervising staff in the designated area at the start of each day;
- Inform the supervising staff of any concerns that may arise regarding their host family;
- Be conscious that they are representing the College and therefore must act in an appropriate manner when at the hosting school and during their stay with the host family. Consequently, their behaviour must reflect the expectations of the College, their teachers and of their own families in Australia.

If at any time, a student is unable to follow directions and subsequently causes a disruption to the program, the student will be required to return to Australia immediately at the family's expense.

Penola Catholic College Homestay Program

Purpose Of The Homestay Program

The purpose of the homestay program is for students to be able to:

- Have the experience of living with a family in the host country
- Develop a deeper understanding of the culture and customs of the host country
- Develop communicative competence in the language of the host country, **particularly important for students of Languages.**
- Become familiar with and appreciate the host family's lifestyle during the homestay period
- Develop new friendships

The key features of the homestay program consist of the following:

The Host School Program

- Regular language lessons for the students **of Languages**
- Experiences of daily school life with host sister or brother
- Excursions to places of interest
- Planned interaction between homestay and host school students
- Regular time for homestay student group to network with their accompanying teacher(s)
- Sharing/demonstration of particular customs or traditions
- Cater, where possible, for special requests made by visiting school

The Out of School Hours Program

- Experiences of family life/daily routine of host family
- Family outings to places of interest
- Interaction with host sibling and other members of host family
- Sharing of home duties
- Sharing/demonstration of particular customs or traditions

Responsibilities Of Parties Involved In The Homestay Program

The Host School

- Prepare a school program for the duration of the homestay in keeping with the above mentioned key features.
- Find suitable accommodation for homestay participants, including accompanying teachers. Male students will have a male host brother, female students will have a female host sister. In cases where this may not be possible, there would need to be a sibling of the same gender and approximate age living with the family.
- In cases of a reciprocal arrangement, meet the expenses of the homestay program and inform the visiting school of any expenses which cannot be met.
- Provide adequate supervision of students at all times while at school.
- Brief the families taking homestay students on their responsibilities and on expectations of the program.
- Clarify expectations of the visiting school with regard to the homestay program.
- **Exchange** information with the visiting school regarding the student/families hosting the visiting students.

The Host Family

- Accept responsibility for supervision of the homestay student at all times when not at school.
- Provide suitable accommodation, meals etc., for the adequate care of the student.
- Meet the key features of the host family.

The Visiting School

- Liaise with the host school to prepare a suitable program.
- Select suitable participants for the homestay program.
- Clarify expectations of host school with regard to the homestay program.
- Brief the families and the students participating in the homestay program about all aspects of the program.
- Organise travel arrangements and itinerary.
- Exchange information with the host school regarding students involved in the homestay program.

Penola Catholic College Homestay Program

Obiettivo Del Programma Homestay

L'obiettivo del programma homestay e di:

- fare delle esperienze di vita con una famiglia del paese ospitante
- sviluppare una conoscenza più profonda degli usi e dei costumi del paese ospitante
- sviluppare delle competenze comunicative nella lingua del paese ospitante
- abituarsi ad apprezzare lo stile di vita della famiglia ospitante durante il periodo di homestay
- fare nuove amicizie

I punti chiave del programma homestay sono:

Il programma della scuola ospitante

- lezioni regolari di lingua per gli studenti
- esperienza nella vita scolastica quotidiana con gli studenti ospitanti
- gite in luoghi d'interesse culturale
- interazioni pianificate tra studenti ospiti e studenti ospitanti
- orari regolari per il gruppo degli studenti ospiti seguiti dai propri insegnanti accompagnatori
- condivisione e dimostrazione di particolari usi e costumi
- disponibilità, a richiesta, per particolari richiesta da parte della scuola ospite

Il programma extrascolastico

- esperienze di vita quotidiana con la famiglia ospitante
- luoghi di diversione della famiglia ospitante
- interazione con gli studenti e altri membri della famiglia ospitante
- condivisione dei lavori di casa
- condivisione e dimostrazione di particolari usi e costumi

Responsabilità Delle Parti Coinvolte Nel Programma Homestay

La scuola ospitante

- preparare un programma scolastico per l'intera durata dell'homestay tenendo presente i punti chiave prima citati
- trovare un alloggio adeguato per i partecipanti al programma, insegnanti accompagnatori compresi. Gli studenti maschi avranno uno "studente fratello" maschio, le studentesse avranno una "studentessa sorella" femmina. Nel caso in cui non sia possibile, ci dovrà essere un fratello dello stesso sesso e della stessa fascia d'età che viva con la famiglia.
- in caso di accordo reciproco, far quadrare il bilancio del programma homestay e informare la scuola ospite di ogni spesa che superi il bilancio
- sorvegliare adeguatamente gli studenti durante tutto il periodo a scuola
- informare le famiglie ospitanti sulle responsabilità e sulle finalità del programma
- chiarire le aspettative della scuola ospite riguardo al programma homestay
- scambiare informazioni con la scuola ospite riguardo agli studenti e le famiglie ospitanti

La famiglia ospitante

- accettare di controllare ed essere responsabili degli studenti ospiti per tutto il periodo extrascolastico
- fornire un vitto e alloggio adeguato per il buon vivere degli studenti
- rispettare i punti chiave della famiglia ospitante

La scuola ospite

- accordarsi con la scuola ospitante per preparare un programma adeguato
- selezionare dei partecipanti idonei per il programma homestay
- chiarire le aspettative della scuola ospitante nei confronti del programma homestay
- informare alle famiglie e agli studenti riguardo al programma homestay
- organizzare i viaggi e gli itinerari
- condividere informazioni con la scuole ospitante riguardo agli studenti coinvolti nel programma homestay



**SELECTION OF STAFF FOR
COLLEGE EXCURSIONS**

APPLICATION FORM

Name: _____

Campus: _____

Excursion: _____

No of extras left: _____

What experience do you have, that you believe will contribute to this overseas excursion:

Why are you interested in this overseas excursion?

Signature: _____ **Date:** _____

Procedures

The College will:

- Require the organising teacher to advise the Principal of any intention to conduct an overseas excursion and develop a formal proposal. The planned overseas excursion will be considered approved, only when the Activity Leader receives written confirmation from the Principal.
- Use a reputable travel agency that specialises in overseas student travel to make the necessary travel, accommodation and tour arrangements.
- Require the family/legal guardians of the students who wish to participate in the Study Tour to give written consent allowing the students to participate.
- Require the family/legal guardians of the students who participate to incur the expenses of the Study Tour, provide all the necessary documentation, ensure immunisation is current and appropriate to the country and provide insurance required by the student.
- Reserve the right to not allow a student to participate in a Study Tour. The Principal will advise the family as to the reason why the student would not be permitted to participate.
- Reserve the right to cancel the Study Tour in the event of unforeseen circumstances. The Principal would make such a decision.

NOTE: The above procedures should be read in conjunction with the Catholic Education Commission of Victoria (CECV) "Guidelines for Interstate and Overseas Excursions".