



# CAULFIELD PRIMARY SCHOOL

## INTERNATIONAL TRAVEL POLICY

### POLICY NO. 5.5



Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office.

#### **Rationale:**

The opportunity to experience learning while living in another country is one of the most powerful catalysts for effective international education. The positive impact of learning in another country is profound; students return home with enhanced intercultural understandings, sharpened self-awareness and emerging leadership skills.

The provision of an overseas learning experience supports students to consider and engage in the role and responsibilities they have as active and informed global citizens through connecting with peers in other countries, experiencing new cultures and developing new understanding of their place in the world. International travel supports the deep learning of Japanese language, culture and customs, in support of the rich immersive bilingual program at Caulfield Primary School.

The Victorian Curriculum supports the imperative for international education, both through the general capability requirement for students to develop intercultural understanding and through the cross-curricular priority area of Asia and Australia's engagement with Asia.

#### **Policy statement:**

At Caulfield Primary School, the opportunity for students to travel to Japan is planned to be offered to Y5/6 students in every second year. Travel to Japan is conducted in conjunction with Caulfield Primary School's sister school arrangements with Nakagawa Primary School in Ogaki. Travel to Japan will include participation in the Japanese education system as well as cultural experiences in Ogaki and other cities. Costs will be kept as low as possible to enable as many students as possible to attend. Caulfield Primary School will welcome students from our sister school to visit Australia and participate in the Australian education system, if this was planned by their school and agreed by our school.

The program cannot be offered to all students in the 5/6 cohort. Interested students will be invited to submit an expression of interest, which will then be assessed through a comprehensive and transparent selection process.

Students who selected to participate in the trip to Japan will:

- Participate in pre-departure planning, including language and cultural training as required
- Participate in all learning opportunities while in Japan, including immersion in Japanese language.
- Report back and share their experiences with classmates on their return to school

Teachers will:

- Ensure that the travel is planned in order to meet the learning needs of students as well as offering students the opportunity for personal and social development
- Ensure that students' academic, personal and emotional needs and safety are met whilst in Japan.
- Ensure that timely communication to the school and/ or students' families will occur during the time away from Australia.
- Ensure that the learnings from the travel are shared with other students and the wider school community on return to school.

Parents:

- Will be responsible for all costs associated with international travel, including airfares, accommodation, food, transport, incidentals and insurance. The total cost of the trip will include provision for teacher accompaniment and replacement teacher costs for the duration of the trip.
- If a student is accepted into the program but requires additional support to participate, the option of a parent attending the trip may be considered on a case-by-case basis.

Principal will:

- ensure all yearly compulsory fees (including each Term Invoice) are paid in full prior to allocation of a place on the Japan Trip
- ensure children with acceptable behaviour and who consistently reflect the School Values will participate in overseas travel at the discretion of the Principal.
- ensure that a clear and transparent selection process for attending students and staff will be established, communicated prior to the commencement of the selection process and enacted accordingly.
- ensure that the DE guideline for staff supervision ratio for international travel has been adequately met.

**Implementation:**

- All international travel will be arranged and conducted in accordance with all DoE guidelines and reporting requirements, including risk management and risk mitigation strategies.
- Clear and transparent processes for selecting students and staff for international travel will be established, communicated and enacted.
- If the school is concerned about the maturity or suitability of a student to travel this issue will be discussed with the parent, class teacher and principal.
- Students will not be able to take any electronic devices on the trip; including Smart phones, mobile phones, iPads or laptops.
- Proposed travel arrangements must be approved by the school council prior to submission to the Department. Proposals should include:
  - The purpose and intended outcomes of the trip which have clear link to our bilingual program
  - staff member in charge and all attending staff
  - comprehensive itinerary including dates, destination and duration
  - Excursion Risk Register and Emergency Management Plan
  - travel, insurance and accommodation arrangements
  - likely costs, sources of funds
  - process for selecting students and staff
  - processes for communicating with students and parents
  - outline of pre-, during and post overseas experience requirements, activities and communication procedures
- International travel must be registered with the Department of Foreign Affairs and Trade in case of major emergency or natural disaster
- School will follow the department’s Excursions Policies to ensure the safety and wellbeing of attending students and staff [Excursion Policies](#)

**POLICY REVIEW AND APPROVAL**

Policy last reviewed	April 2026
Approved by	CPS School Council
Next scheduled review date	Term 1 2028