



CAULFIELD PRIMARY SCHOOL  
INTERNATIONAL TRAVEL POLICY  
POLICY NO. 2.8

**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 Australian 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 offered to students in Years 6 every year as part of the bilingual education program. 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. Where possible students will participate in homestay with Japanese families.

Costs will be kept as low as possible to enable as many students as possible to attend. Where possible, Parents and Friends' Club raised funds may be provided to assist in lowering costs associated with international travel, or school funds may be used to cover the cost of any replacement teachers required.

In alternate years Caulfield Primary School will actively invite students from our sister school to visit Australia and participate in the Australian education system.

Students who elect 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 Caulfield

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 classmates and the wider school community on return to Caulfield.

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.
- May be invited to accompany the group on occasion. This will be organised 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
- Children with acceptable behaviour and who consistently reflect the School Values will be able to participate in overseas travel at the discretion of the Principal.

**Implementation:**

- All international travel will be arranged and conducted in accordance with all DET 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 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 school council prior to submission to DET. Proposals should include:
  - The purpose and intended outcomes of the trip
  - links to school vision, policies, bilingual education curriculum and Strategic Plan
  - staff member in charge
  - destination, dates, duration
  - student year level(s)

- student safety and risk-management processes and procedures
- travel, insurance and accommodation arrangements
- likely costs, sources of funds and fundraising
- 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
- key contact persons/organisations for travel and in-country experiences and activities.
- International travel must be registered with the Department of Foreign Affairs and Trade in case of major emergency or natural disaster

### **Review Period**

This policy was last updated in May 2020 and is scheduled for review in May 2023 and will be reviewed as part of Caulfield Primary School's review cycle.

<b>Date of approval:</b> May 2020	<b>Date of review:</b> May 2023
-----------------------------------	---------------------------------