



FAIRFIELD INTERMEDIATE SCHOOL

OVERSEAS TRIP POLICY and RATIONALE FOR ALL INTERNATIONAL SCHOOL TRIPS

Rationale:

To encourage International Relationships with Schools and Agents outside of New Zealand.

To promote cultural awareness and develop knowledge of other languages, belief systems and social practices to lead to a better understanding of students' own selves and others in international environments.

Guidelines and Expectations

Fairfield Intermediate School Staff.

Fairfield Intermediate Staff who wish to travel overseas on a school International Trip must:

- provide written explanation as to why they would like to attend the trip and complete the Fairfield Intermediate Staff Trip Application Form.
- have read, understood, met the requirements and signed the Staff Guidelines and Expectations for International Staff Travelling document
- have staff Leave of absence and trip application approved by the Principal and Board of Trustees three months before the trip. Any costs incurred to the School in relation to a Staff Member withdrawing from the Trip due to Negligence or Professional Misconduct will be at the cost of the Staff Member involved.
- The school treats International Overseas School Trips as it does all school Camps and Trip. All school policies in relation to Code of Conduct and Behaviour apply.

Fairfield Intermediate Students and Parents/Caregivers

Fairfield Intermediate Students and Parents who wish to have their child travelling or are accompanying School Staff on a school International Trip must:

- have read, understood and signed the Fairfield Intermediate School Code of Conduct and Expectations Document for Parents and Students (Caregivers may sign this in lieu of parents, but the school must still have the parents' signature on the initial Trip Application Form.)

Policy Rationale:

To ensure that staff, parents and students have a clear understanding of the school procedures, circumstances and expectations required in order for a student, parent/caregiver and staff member to partake in a school overseas trip.

Approved Date: November 2025

Review Date: November 2027

Signature: (Director of International Students).....

Signature (Principal).....

Signature (Board of Trustees Chairperson)