



Student International Tours Policy

Preamble

Bendigo Senior Secondary College offers tours to enable students to:

- Experience a different culture
- Expand their knowledge and understanding of another country
- Develop their language skills (language based trips) or specific subject background
- Further the relationship with our sister schools

Approval for a Tour

A proposed student tour will only be approved if it meets the general principles as set out in the Preamble. New tours must be presented in the first instance to the Principal for consideration.

All tours must meet Department of Education & Training requirements and are subject to the country being visited being assessed as a safe travel destination by the Department of Foreign Affairs and Trade.

The proposed tour must be presented to College Council:

1. 12 months ahead for in – principle support prior to being advertised to students
2. 3 months prior for final approval when staff and students are known

Staff must complete the “Permission for Overseas Travel” form and submit to the Regional Director.

Costing Guidelines

In determining the costs of each tour organising staff need to take the following points into account.

1. Quotes should be obtained from at least two travel companies, including one from the College’s preferred local travel company. Decisions as to which quote is accepted should only be made after consultation with the Principal.
2. The cost of staff accompanying the trips should be at least partly factored in to the student cost, taking into account the staffing levels required.
3. The cost of related expenses such as travel to/from Melbourne airport should be taken into account in determining overall costs.

Tours Offered (Current at November 2004)

1. **Visit to Germany – Katharinen Gymnasium.** This tour enables German language students to develop their skills during an extended stay with a German family and attending school at Katharinen Gymnasium. The timing of the tour is for eight weeks in November – January each year.
2. **Visit to China – Beijing, Xian, Shanghai.** This tour is offered to all students and enables them to experience life in China. Time is spent at our sister school Dong Ghe Zhi Middle School and our partner school Shanghai Eastern Cao Yang Foreign Languages High School. The tour is offered every two years in November – December for about 2 weeks.
3. **Visit to Indonesia – SMUN 2 Makassar, Sulawesi.** This tour enables Indonesian language students to develop their skills during an extended stay with an Indonesian family. The visit incorporates a visit to our sister school SMUN 2 Makassar. The timing of the tour is for about 18 days in April biennially.
4. **Visit to Greece & Italy.** This tour is open to all students but has a particular focus for students of Classical Societies, History or Art in exploring historical sites. The tour is offered every two years in the first term holidays.