

# Travel Policy



### **Introduction**

Craighouse School encourages its pupils to develop of a strong awareness of cultural diversity. In this context, travel provides knowledge and experiential learning, as well as creating bonds with the local and international community. School trips become learning opportunities that challenge our pupils to examine and compare their knowledge in settings which are different from their everyday lives at school.

### **Purpose**

The purpose of this policy is to establish guidelines that can assist Craighouse School staff and parents in the organisation of different kinds of outings, taking into consideration the particular characteristics of each trip and the requirements made by official authorities.

### **Types of trips**

These are the types of trips organised by the school:

- ✓ **Academic trips:** seeking to enhance a specific subject and/or area.
- ✓ **Conferences:** looking to develop social and interaction skills.
- ✓ **Sports and artistic/cultural trips:** seeking to develop social skills with ABSCH schools in other parts of the country and schools abroad.

### **Profile of the pupil who may travel:**

#### **1. A pupil who lives the Craighouse School values of:**

- Respect
- Responsibility
- Honesty
- Effort

#### **2. A pupil who has developed sufficient emotional and social maturity to successfully adapt to a different school/culture, away from his/her family, showing:**

- Good manners.
- Good social skills.
- Autonomy and independence to take part in different activities.
- Ability to solve conflicts constructively.
- Self-control, self-care, good decision-making abilities, and ability to follow rules.

#### **3. A pupil who has the ability to show acceptable behaviour during the activities included in the trip, such as:**

- Self-control and self-discipline.
- Courtesy, collaboration, and teamwork.

- Responsibility in following instructions and rules, and adapting to a set of rules required by a delegation.

#### **4. A pupil with motivation**

Depending on the nature of the trip, pupils' motivation for the relevant subject will be taken into consideration.

#### **Communication**

In view of the amount of information involved in each trip, and in order to maintain pupils' and parents' interest, there will be various instances and formats in which information will be presented:

##### **1) Informative meeting**

An e-mail is sent to all parents of the relevant level, inviting them to an informative meeting to receive general information about the trip, its programme, the requirements, and a calendar of the process.

##### **2) Registration**

After the meeting, parents who are interested in the trip are sent an e-mail inviting them to apply. This e-mail should include detailed information about costs, programme, and requirements to be met by the pupils.

##### **3) Acceptance and conditions**

Parents send in an application on behalf of each pupil, who is then accepted to be part of the trip. The parents are sent another e-mail to formalise acceptance, trip conditions and terms of payment.

#### **Selection process:**

**The school will apply the following criteria when selecting applicants:**

- Conduct and behaviour during the two previous years and the year of the trip as per the school records, both inside and outside the school, and in all subjects and activities. We will consider:
  - ✓ Conduct register in all subjects
  - ✓ Register of parent interviews
  - ✓ Teachers' Council registers
  - ✓ Formative Area register
  - ✓ Register of conduct and behaviour on other trips and outings



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- Systematic compliance with school rules.
- Motivation shown in the subject connected with the trip; efforts to systematically improve his/her knowledge, as seen by different teachers.
- In the Middle Section:
  - ✓ Effort grades in all subjects, especially in English. For Middle Section trips only.
  - ✓ The following four attitudes and skills are evaluated, as observed in class:
    - o Always speaks in English
    - o Participates actively
    - o Listens respectfully
    - o Finishes all work in class
  - ✓ Effort to communicate systematically in English with teacher and peers, as observed by the teacher of English.
  - ✓ Degree of maturity and responsibility as informed by English teachers and tutors.
- Ability to meet deadlines when handing in application, forms, and payments.
- We remind you that in order to apply for the trip, pupils must not be scholarship holders.
- When applying, the family must be up to date with all payments until the date of the trip. No pupil whose families fall into arrears before the trip or have debts with the school will be able to participate. It is mandatory that these situations be discussed with the manager.

### **Behaviour**

Any pupil wishing to go on a trip organised by Craighouse School must respect the school values. Therefore, any pupils who are on conditional registration or have conduct issues will be excluded from the trip, as established in the School Life Guide.

### **Attendance**

It is also important to consider the pupil's attendance. No pupil whose attendance is below 85% will be allowed to go on a trip. This decision must be made by the head of section and the headmaster.

### **Commitment**

If, after the selection has been made, a pupil decides for reasons of *force majeure* not to go on the trip, he/she must still pay the cost of the trip, since this will affect the rest of the group.

Each pupil and his/her parent must sign a letter of commitment where they agree to respect the code of conduct. Should these rules not be followed, the pupil may be sent home and the parent will have to cover the cost of the trip.

Please refer to appendixes 1 and 2.

Parents must also cover the cost of the trip if the pupil has to return before the end due to illness of a family emergency.

The pupil agrees to discuss any problem that may arise with one of the responsible adults, and not call home asking for the problem to be solved from Chile.

### **General considerations**

#### **Security**

Every pupil must fill out a health card that will be signed by his/her parent.

Every pupil must have health insurance. The whole group must be insured by the same company.

The teacher(s) in charge of the group must be available by phone at all times, both for the pupils who are part of the group and for the school. The group leader must also be available in case a family needs to contact him/her. All pupils must have a contact number during the entire trip (which could be the teacher in charge) and a responsible adult in Chile to contact in case of emergency.

The group leader must have a mobile phone provided by the school in order to communicate in cases of emergency.

For each trip we will analyse the feasibility of establishing communication between adults in charge and parents through social media. However, please note that the school makes no formal commitment in this respect.

The Communications Department will create a blog for each trip, so that the group leader can upload photos and information about the places visited.

If a member of the group needs to take medication during the trip, the teacher in charge will take the original prescription with all indications in writing.

If any member of the delegation is on medication, the group leader must have with him/her the original prescription as well as all instructions duly noted.

Pupils who travel as part of any activity organised by Craighouse School must remain with the assigned group and the teachers in charge on both the trip out and the return journey. If it is absolutely necessary and only if it has been previously agreed with the head of section, a pupil may be authorised to return with his/her parents only, with no exception.

### **Clothes**

Pupils must take comfortable clothing. The group leader will provide a clothes list and dress code, depending on the destination. Pupils must only take the clothes they will need, thus reducing luggage weight to a minimum.

On some trips parents will have to buy a jacket or uniform that identifies the group. However, these garments cannot be worn at school since they are not part of the official uniform.

### **Luggage**

Only one suitcase per pupil will be allowed. The suitcase or bag must be easily identifiable. On international trips, one 20-kg suitcase and one backpack per person is all that will be allowed. Any excess weight charges must be covered by the family.

### **Money**

Please remember that all trips organised by the school pursue a cultural aim and are not shopping trips. The group leader will recommend an appropriate amount of money. Pupils will be exclusively responsible for taking care of their money and valuables. Under no circumstances will the school or the accompanying teacher be held responsible for losses of valuables, whether it is money, jewellery or electronic devices.

The group leader will take an emergency fund, which will be duly accounted for on return. Any money left over will be paid back to the parents no later than 15 working days after returning home.

### **Smoking and drinking alcohol**

Both pupils and teachers will abstain from smoking (cigars, cigarettes, e-cigarettes or vapers), drinking alcohol and taking any type of illicit drugs during the trip. Failure to comply with this norm will be sanctioned in accordance with the School Life Guide.

### **Selection process for accompanying teachers**

#### **The school will apply the following criteria when selecting applicants:**

- Teachers who have been working at Craighouse School for a minimum of two years.
- Each trip requires at least one staff member who is fluent in the spoken language of the country.
- Willing to work 24/7, including Saturdays and Sundays, morning to night.
- Positive, patient and enthusiastic.
- Highly skilled in managing pupils.
- Calm and proactive, flexible and willing to act and help in unexpected situations.
- Healthy and fit to participate in different sporting activities and long outings if required.
- Prepared to be away from their family for the time required.

#### **Procedure for organising international trips**

1. Make a presentation to the head of section responsible for proposing the trip.
2. Final approval to be included in the yearly travel calendar in February.
3. Name the person in charge of the trip and accompanying team.
4. Prepare the trip. Get estimates from travel agencies.
5. Present the estimate and the reasons for the trip to the head of section.
6. Evaluate, together with Management, the cost of the trip so as to work out the final budget (total cost, per diem expenses, etc.).
7. Prepare the following communications:
  - o Reasons for the trip.
  - o Invitation to the informative meeting.
  - o Text to be published on the website for registration.
  - o Presentation of the itinerary proposed by the agency.
8. Publicity for the trip at meetings and on posters.
9. Application and selection of pupils with reports from teachers and tutors.
10. Present the list of pre-selected pupils to the Collections office so as to evaluate their payment of school fees.
11. Interview applicants if necessary.
12. Publish results if necessary.
13. Meeting with parents of selected pupils and travel agent.
14. Parents pay the travel agent for the cost of the trip and pay the school a percentage of the per diem for accompanying teachers and emergency fund in dollars.
15. Withdraw from accounts office the money assigned for the trip with details of the cash for each teacher.

16. Meeting of the whole delegation (teachers and pupils) to go through the details of the trip and have the group photo taken.
17. Signing of the code of conduct.
18. Departure from the school to the airport wearing the school tracksuit sweatshirt or school uniform, as stipulated in school communications.
19. On returning from international trips, pupils are picked up from the airport by their parents.
20. Meeting of parents and pupils to draw up conclusions about the trip and render accounts of the emergency fund.
21. Group leader writes a report for the school yearbook.

#### **Information required of international trips**

- Person who organises the trip.
- Person responsible for the trip.
- Aims of the trip.
- Destination(s).
- Date and time of departure.
- Estimated date and time of arrival.
- Itinerary and means of transport to be used.
- Accommodation (hotels, schools, education centres).
- Number of pupils, year level, and list of full names.
- Accompanying adults (1 for every 10 pupils plus 1).
- Budget made up by the Management and head of section.
- Documents required (authorisations, travel permits, visas, vaccinations, travel insurance, medical card, etc.).
- All authorisations signed on the agreed date, with plenty of anticipation prior to the departure date.

#### **Documents required**

Every pupil must hand in the following documents:

- Updated medical form.
- Passport or RUT (1 copy): photocopy of the information page of the passport. The expiry date must not exceed 6 months after the return date. Please do not send the original to be checked. The original passport will be asked for by the school one week before the departure date.
- Notary authorisation for minors (3 original copies). This document lasts for 90 days before the departure date. It is important that the authorisation be extensive (*amplia*) and that it specifies the following: trip to xxxx as a member of the Craighouse School delegation.

- Birth certificate (3 copies - translated if not in Spanish): download it from [www.registrocivil.cl](http://www.registrocivil.cl) Certificados en línea - Certificados gratuitos - Nacimiento para asignación familiar (the one used for registering at the school (*matrícula*) is no use).
- Visa if necessary.

It is the responsibility of the parents to ensure that the information written on the notary authorisation is correct (name, RUT or passport, date of birth, information about the parents, etc.).

### **Procedure for organising domestic trips**

1. Present the trip proposal to the responsible head of section.
2. Final approval to be included in the annual travel calendar in February.
3. Designate the person in charge of the trip and accompanying team.
4. Prepare the trip. Get estimate from travel agencies.
5. Present the estimate bases for the trip to the head of section.
6. Together with Management, evaluate the cost of the trip so as to make out the final budget (total cost, per diem expenses, etc.).
7. Prepare the following communications:
  - o Reasons for the trip.
  - o Letter inviting all interested parties to a meeting.
  - o Text for registration online.
  - o Presentation of the agency's itinerary.
  - o Publicity for the trip at meetings and on posters.
8. Period of application and selection of pupils with reports from teachers and tutors.
9. Present list of pre-selected pupils to the Collections office so as to check payment of fees.
10. Interview applicants.
11. Publish results.
12. Meeting with parents of the selected pupils and travel agent.
13. Parents pay the travel agent for the cost of the trip and pay the school a percentage of the per diem for accompanying teachers and emergency fund in dollars.
14. Withdraw from accounts office the money assigned for the trip with details of the cash for each teacher.
15. Meeting of the whole delegation (teachers and pupils) to go through the details of the trip and have the group photo taken.
16. Signing of the code of conduct.
17. Departure from the school to the airport wearing the school official tracksuit or school uniform as stipulated in school communications.

18. Meeting of parents and pupils to draw up conclusions about the trip and render accounts of the emergency fund.
19. Group leader writes a report for the school yearbook.

#### **Information required for domestic trips**

- Person who organises the trip.
- Person responsible for the trip.
- Aims of the trip.
- Destination(s).
- Date and time of departure.
- Estimated date and time of arrival.
- Itinerary and means of transport to be used (public or special services).
- Group accommodation (hotels, schools, etc.).
- Number of pupils, year level, list of full names.
- Accompanying adults (1 for every 10 pupils plus 1).
- Budget prepared with Management and head of section.
- Details of special requirements for the trip (e.g. packed lunch, first aid kit, medical card for each pupil, special clothing, etc.).
- All authorisations duly signed on the agreed date, with plenty of anticipation before the departure date.
- The group leaves from school by bus and parents pick them up from the same place on their return.
- Print three copies of pupils' list (reception, bus driver, section).

#### **Information required for day trips/outings**

- Person who organises the trip.
- Person responsible for the trip.
- Aims of the trip.
- Destination(s).
- Date and time of departure.
- Estimated date and time of arrival.
- Itinerary and means of transport to be used (public or special services).
- Group accommodation (hotels, schools, etc.).
- Number of pupils, year level, list of full names.
- Accompanying adults (1 for every 10 pupils plus 1).
- Budget prepared with Management and head of section.
- Details of special requirements for the trip (e.g. packed lunch, first aid kit, medical card for each pupil, special clothing, etc.).



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- All authorisations duly signed on the agreed date, with plenty of anticipation before the departure date.
- The group leaves from school by bus and parents pick them up from the same place on their return.
- Print three copies of pupils' list (reception, bus driver, section).



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## APPENDIX 1 CONDUCT COMMITMENT

I \_\_\_\_\_, RUT \_\_\_\_\_, have read the Code of Conduct for the xxxxx xxxxx trip very carefully, and I agree that my daughter/son \_\_\_\_\_ will be taken care of by the teachers accompanying the trip organised by Craighouse School.

I also understand and agree that all necessary measures will be taken to prevent any type of accident or injury. I accept and agree that if in spite of these measures something unexpected occurred, neither the accompanying teachers nor the school will be made responsible or blamed.

I also understand and accept that if for any reason due to an emergency, illness or disciplinary issues which transgress the norms established in the School Life Guide, my daughter/son must be sent back to Santiago in advance during the tour, any additional costs arising from this event will be paid by Craighouse School and will later be charged to me, as the parent of my daughter/son.

I have read and agreed that my daughter/son, as a member of this group, must behave appropriately and responsibly at all times. Any failure to comply will be sanctioned in accordance with the School Life Guide.

As a parent, I understand my role in the promotion of values, and I agree to:

- Accompany my son/daughter in the process of development and formation of values.
- Talk to my son/daughter about everyday situations where value-related options are at stake.
- Promote, together with the school and class, balanced, coordinated relationships between pupils and their families.
- Know and adhere to the school's policies and values.

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I, \_\_\_\_\_, RUT \_\_\_\_\_, as a student member of the xxxx xxxx trip, have carefully read the Code of Conduct, I understand it and I promise to follow all instructions given by the accompanying teachers, to take part in all the activities and not to leave the group without authorisation at any time during the trip.



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I also promise to be careful and respectful, so as not to place myself in any situation that would put myself or that of my classmates or teachers at risk.

I also promise that I will not drink alcohol, smoke cigars, cigarettes, e-cigarettes or vapers, or take any illicit drugs during the trip.

I clearly understand that if I were to go against any of these instructions or the norms established in the School Life Guide, I will immediately be suspended, withdrawn from the group and sent back to Chile, and that all expenses originated by this situation would be my entire responsibility and/or that of my parent.

As a pupil and member of the **xxxxx xxxxx trip** delegation, I agree to:

- Promote and embrace the school values.
- Conduct myself in a manner consistent with school values.
- Make an active contribution to a positive environment in the school community, promoting good relationships.
- Lead the promotion of values within the community.
- Represent the Craighouse School values during the trip.

Date: \_\_\_\_\_ Pupil's signature: \_\_\_\_\_

Date: \_\_\_\_\_ Parent's signature: \_\_\_\_\_

## APPENDIX 2 CODE OF CONDUCT

This Code of Conduct does not only consider specific aspects of the trip, but also guidelines from the School Life Guide, whose objective is to direct the Craighouse School community in the development of a school culture and life that contributes to pupils' education in terms of values.

This document emphasises the values of respect, responsibility, and tolerance, but does not expressly omit honesty, effort, loyalty, friendship, justice, and solidarity.

### 1. Respect

Respect is recognising and valuing the right that every individual deserves for the fact of being a person, and recognising society and its rules.

#### **Being respectful implies:**

- Showing self-respect: Knowing and accepting oneself, making an effort to improve.
- Respecting others: Respecting all members of the community, regardless of their beliefs, ethnic background, gender, social class, job, nationality, thoughts and ideals, both in direct contact and in virtual environments.
- Respecting the educational environment: Valuing the Craighouse School community and our country, both directly and in virtual environments.
- Respecting the environment: Valuing and preserving nature as our only life source.
- At all times we expect respect to and from each member of the community, including in virtual/digital environments.
- Respect for oneself and for others is essential if one wants to feel good and have a good time during, before and after the trip.

This includes respect for:

- This Code of Conduct.
- The needs of people travelling with us, their space, their personal belongings, noise level and interests, as well as our own.
- The environment, space and belongings of the places we shall be visiting during the tour (bedrooms, planes, buses, parks, dining halls, etc.).
- The times for each activity, set by the head of the delegation.
- We must always be aware of the people around us, and not interfere with their enjoyment nor be disrespectful in any way.

- Often respect means keeping quiet and not interrupting while others are speaking or giving instructions, and speaking in a low voice in public places like restaurants or on planes, so as not to disrupt the peace and quiet of the people around us.

## 2. Responsibility

Responsibility means doing one's own duties and those assigned to us, and taking full responsibility for the consequences of our actions.

### Being responsible implies:

- Taking on commitments with oneself, with others, with the country and with the environment.
- Honouring commitments and keeping promises.
- In the case of pupils, taking responsibility for their learning, and in the case of teachers, empowering and facilitating this process.

We must be responsible for:

- Ourselves and our group.
- Punctuality.
- All our sports commitments (training sessions and matches).
- Our sports kit and the facilities provided by the clubs and schools we will be visiting.

## 3. Tolerance

Tolerance is the consideration and respect for other people's ways of thinking and feeling, even if these are different from our own. It means valuing diversity.

### Being tolerant implies:

- Valuing people's ways, opinions, and religious and political beliefs as different ways of thinking that are as valid as one's own.
- Seeking to understand other people's ways of thinking, and valuing this contribution as a form of personal growth.
- Recognising the advantages of knowing and connecting with different cultures, ethnic groups, languages, nationalities, etc.

## 4. IB students

As IB students, we promise to be:

- a) Tolerant and open-minded.
- b) Thinkers, particularly before acting and speaking.

- c) Caring, by supporting every member of the group or other members of the community and showing empathy with our peers.
- d) Reflective, by always learning from our experiences in a positive way.
- e) Knowledgeable in the ways in which we solve conflict and face new challenges.
- f) Balanced, by taking the opportunities that can enrich our lives, widening our horizons and learning from the new environment.

**Note:**

This policy may be subject to change or revision due to national contingencies beyond the control of the school.

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