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INTERNATIONAL STUDENT PROGRAMME

INTERNATIONAL STUDENTS TRAVEL POLICY

Responsible For Review:	Principal / Director of International Students
Department Responsible:	Department of International Students / Senior Administration
Date of Last Review:	November 2020
Date of Next Review:	November 2021

Rationale

Otumoetai College has implemented a Travel Policy to ensure student safety and to make sure that the students' natural parents are fully informed of any proposed travel both domestic and international. This is particularly aimed at weekend travel and holiday travel.

Guidelines

The Travel Policy is explained to students on their arrival at Otumoetai College and is included in the International Student Handbook and on the Otumoetai College Website

Homestay parents are informed of the Travel Policy at our annual meeting and is included in the International Students Residential Caregivers Handbook.

The student and /or homestay parent must inform the college of proposed travel plans at least 7 days in advance. Students may only travel independently twice a term. No time off school is allowed.

The student is required to provide details of the proposed trip, these details include:

- Destination
- Date/Time of departure
- Date/Time of return
- Type of Transport, a copy of the return ticket is to be provided
- Name/Address/Telephone of approved accommodation
- Reason for Trip
- For independent travel, accommodation must be with an approved homestay family.

These details are transferred to the International Student Travel Permission Form. This form is emailed to the parents, where one or both parents sign and email the copy back.

This signed International Student Travel Permission Form must be received at least four days before the planned trip is to take place.

At this point the student may purchase transport tickets, if necessary, and copies of all tickets must be given to the IFFS office at least three days before the travel commences.

Once all this is in place, the homestay family will be notified by email that the student has permission to travel. Students are not permitted to travel outside Tauranga without the expressed permission of the Director and this will NOT be given for travel in cars driven by other students.

Travel with the host family or with adults approved by the host family is accepted if the driver is fully licensed.

At the homestay's discretion, it may be necessary to monitor and restrict local travel with other students if they are not confident of the student's safety.

TRAVEL DURING THE SCHOOL HOLIDAYS

If students wish to travel extensively at term breaks, such as a NZ tour or to go overseas then this has to be done as part of an organised tour group which specifically caters for College aged students. No Term time can be used for this purpose.

INDEPENDENT TRAVEL

This is for the student who is over 18 and has officially left school and is not due to fly home as planned and wants to travel independently.

1. A Handover of care form must be signed off by the parents.
2. The student leaves our homestay family as soon as possible after school finishes.