



St Mark's Anglican

Community School

**FUNDING OF COSTS FOR STUDENT TOURS
POLICY & GUIDELINES
EFFECTIVE 1 SEPTEMBER 2012**

Pre-amble

St Mark's offers non-compulsory student tours, sometimes overseas, to enrich the educational and personal experience of enrolment. Most St Mark's families are readily able to afford participation in these tours and, in order to minimise general tuition fees, tour costs (including staff participation costs) are generally fully funded by the participating student families. On occasion, it is in the broader school interest to provide some funding from the School's budget for reasons including:

- Managing the School's risk in perceived high risk environments (such as foreign language environments, major cultural difference or less developed countries);
- Charitable purpose (such as working camps in poor countries);
- Promotion of the School (such as participation in a prestige event).

Some tours may also provide an attractive travel opportunity to staff members, who carry out limited or no duties in relation to students, but provide a valuable on hand resource in the case of an emergency. Often, staff members have been willing to contribute to costs in order to ensure that the tour is viable and this is encouraged. Guidance is needed on the minimum amount that travelling staff members should be required to contribute.

1 Policy

- 1) Non-compulsory student tours will be fully funded by the participating student families and contributions from staff except where a school funding *Subsidy* is approved by the Principal. In approving school funding subsidies, the Principal will consider the benefit to the School or the wider community;
- 2) Staff participating in tours will be expected to contribute a minimum of the amount of *Excess Cost* attributed on the basis of duties performed in organisation of the tour and leadership of students.

2 Scope

This Policy applies to any non-compulsory student tour offered by St Mark's Anglican Community School.

3 Responsibilities

3.1 Employees

Employees are required to adopt these guidelines in planning and costing non-compulsory student tours and communicating costs with families.

3.2 Executive

Members of the School Executive are responsible for recommending any non-compulsory student tour funding subsidy.

3.3 Principal

The Principal will consider and, if considered appropriate, approve recommendation for subsidy of non-compulsory student tours.

4 Definitions

Excess Cost means the difference between the costs of the tour, including staff costs, and contributions from student families plus any *Subsidy*.

Subsidy means a contribution, approved by the Principal, to the costs of the tour for the benefit of the School as a whole or the broader community.

5 Guidelines

- 1) Subsidies should be commensurate with the perceived benefit to the School or community. For example, tour risks should be covered by a risk management plan and appropriate insurance, but tours do carry additional risks to the reputation of the School which may be better managed by the participation of a member of the School Executive who has the decision making capacity and authority to act in the best interests of the School. The Executive staff member would normally be asked to make a contribution to the cost, depending on the level of their involvement in the organisation and leadership of the tour. As a rule of thumb the subsidy should not be more than 50% of the cost of travel for an Executive staff member.
- 2) Excess costs may arise when more staff attend a tour than necessary under normal student:staff supervision ratios. Where excess costs arise they should be divided among staff attending on the basis of their contribution to the organisation and supervision of the tour