



**NEW PLYMOUTH BOYS' HIGH SCHOOL**  
TE KURA TAMATĀNE O NGĀMOTU

<b>Title</b>	<b>BOT FUNDING OF OVERSEAS TRIPS</b>
<b>Reference Number</b>	D408
<b>Section</b>	Resources
<b>Written By</b>	BOT Policy Committee
	BOT Policy Committee
<b>Approved By</b>	NPBHS Board of Trustees
<b>Issue Date</b>	September 2019
<b>Review Date</b>	<b>September 2025</b>
<b>Associated Policies</b>	
<b>Associated Procedures</b>	

**RATIONALE :**

To develop a policy for how Overseas Trips are funded and approved by the Board of Trustees (BOT).

**PURPOSE :**

1. Overseas Trips are an optional part of the holistic education provided by New Plymouth Boys' High School and no undue pressure should be put upon parents/caregivers and/or students to be part of the trip. Overseas Trips should not be linked to the attainment of credits and students who do not attend should not be adversely affected from achieving academic success.
2. The BOT are very supportive of Overseas Trips however these should not be undertaken at the expense of NPBHS limited resources.

**GUIDELINES :**

1. Any application for an Overseas Trip to the BOT must go via the Headmaster to the Board of Trustees at least 11 months' prior to the Overseas Trip for approval.
2. All staff costs associated with Overseas Trips including (but not limited to) travel, insurance, accommodation, transport, relief cover, field allowances, food and incidentals must be included within student costs. Only in very rare instances (eg examples of financial hardship to students or where there are special circumstances) will the BOT consider a contribution to staff costs.
3. In general the ratio of teachers to students for overseas trips should be approximately 1:10, but the Headmaster/BOT may approve more or less staff attending a particular trip on a case by case basis.
4. All letters to parents with regards to finance must be approved by the Finance Manager prior to sending.