

Travel Policy



Introduction

Craighouse School encourages its pupils to develop 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.

The participation in the trips is by invitation of the school for those pupils who comply with the established requirements and commit to the values and rules of the school. The school reserves the right to withdraw said invitation at any time if it is identified that the behaviour or conduct could put the rest of the members of the trip at risk.

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.
- Autonomy and independence in relation to hygiene and meals habits.
- Ability to solve conflicts constructively.
- Self-control, self-care, good decision-making abilities, and ability to follow rules.
- Responsibility in self management of free time activities.

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.
- Responsibility on your personal belongings, being able to transport your own luggage.

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 email is sent to 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) Application

After the meeting, parents who are interested in the trip are sent an email inviting them to apply. This email 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 could be accepted to be part of the trip. The parents are sent another email 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 registration in all subjects.

- ✓ Register of parent interviews.
- ✓ Teachers' Council registers.
- ✓ Formative Area register.
- ✓ Register of conduct and behaviour on other trips and outings.
- 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:
 - ✓ The following four attitudes and skills are evaluated, as observed in class:
 - Always speaks in English.
 - Participates actively.
 - Listen respectfully.
 - 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 Bursar.

Behaviour

Any misconduct will be sanctioned as per 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 Head of School.

Commitment

Once the students have been selected, if for reasons of force majeure the parents decide that their child should not travel, they must still pay the cost of the trip as this affects the whole 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.

Note: Please refer to appendices 1 and 2.

The parents will also be responsible for the expenses that may arise if the pupil has to return early in case of illness or a family emergency or misconduct.

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 form that will be signed by her/his parents.
- 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 tour leader will be provided with the funds to buy a SIM card on arrival for each country they visit for ease of emergency contact.
- 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.
- A Google Site or similar means for group communications will be created for each trip.
- 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.
- 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 60 working days after returning home.

Misconduct

Failure to comply with the norms will be sanctioned in accordance with the School Life Guide.

School

fees

To participate, the family must be up to date, considering all students for whom they are the financial guardian, at the following times:

- Before the first deposit.
- When making interim payments.
- Five working days before the departure date.

The school reserves the right to reassign the place to another student in the event of non-compliance.

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.
- The Head of Section should consult with the applying teacher's direct line manager before selecting her/him to be part of the delegation.

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 the Finance, Compliance and People Departments of the final costs of the trip, including a percentage of the per diem expenses and any other associated cost.
7. Prepare the following communications:
 - Reasons for the trip.
 - Invitation to the informative meeting.
 - Text to be published on the website for registration.
 - Presentation of the itinerary proposed by the agency.
8. Publicity for the trip at meetings, website and/or social media.
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 the travel agent.
14. Parents or the School, depending on the type or trip, pay to the travel agency for the booking of the trip and pay 60% of the teachers' travel allowance and the emergency fund in dollars at the school. The total cost of the trip for the accompanying teachers is included in the payment to the travel agency and is prorated among all the pupils in the delegation. Withdraw from accounts office the money assigned for the trip (per diem, emergency fund).
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 tracksuit sweatshirt or school uniform, as stipulated in school communications.
18. On returning from international trips, pupils are picked up from the airport by their parents.

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

Information required of international trips

- Risk Assessment Form completed by the school responsible or risk assessment provided by external trip organiser
- 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 approx).
- 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 extended (*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 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 estimates from travel agencies.
5. Present the estimate bases for the trip to the Head of Section.
6. Together with Management and Compliance of the agency that will provide the service, 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:
 - Reasons for the trip.
 - Letter inviting all interested parties to a meeting.
 - Text for registration online.
 - Presentation of the agency's itinerary.
 - Publicity for the trip at meetings, website and/or social media.
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 or the school, depending on the type of trip, pay to the travel agency for the booking of the trip and pay 60% of the teachers' travel allowance and the emergency fund in dollars at the school. The total cost of the trip for the accompanying teachers is included in the payment to the travel agency and is prorated among all the pupils in the delegation
14. Withdraw from accounts office the money assigned for the trip (per diem, emergency fund
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

- Risk Assessment Form completed by the school responsible or a risk assessment provided by external trip organiser.
- 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 approx.).
- 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. If we do not receive the signed slip, the pupil will not be authorised to take part in the activity, in accordance with ministerial regulations. Emails or phone calls will not be accepted.
- The group leaves from school by bus and parents pick them up from the same place on their return.
- Print five copies of pupils' list (section, reception, Head of Delegation, infirmary, bus driver-only with pupils' names and RUT).

Information required for day trips/outings

- Risk Assessment Form completed by the school responsible or risk assessment provided by external trip organiser.
- 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).
- Number of pupils, year level, list of full names.
- Accompanying adults (1 for every 10 pupils plus 1 approx.).
- 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. If we do not receive the signed slip, the pupil will not be authorised to take part in the activity, in accordance with ministerial regulations. Emails or phone calls will not be accepted.
- The group leaves from school by bus and parents pick them up from the same place on their return.
- Print five copies of pupils' list (section, reception, Head of Delegation, infirmary, bus driver-only with pupils' names and RUT).

APPENDIX 1

GOOD CONDUCT COMMITMENT

I (**name of the mother**), RUT _____, and I (**name of the father**), RUT _____ declare that we have very carefully read the Code of Conduct for the (**name of the country**), and we agree that our daughter/son will be taken care of by the teachers accompanying (**name of the trip**) organised by Craighouse School.

We also understand and agree that all necessary measures will be taken to prevent any type of accident or injury. We 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.

We also understand and accept that if for any reason due to an emergency, illness or disciplinary issues during the trip which transgress the norms established in the School Life Guide, we must manage the early return of my daughter/son to Santiago, any additional costs arising from this event will be paid by Craighouse School and will later be charged to us, as parents of my daughter/son.

We 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 parents, we understand our role in the promotion of values, and we agree to:

- Accompany our daughter/son in the process of development and formation of values.
- Talk to our daughter/son 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.

I, (**name of the pupil**) _____, RUT _____, as a student member of the (**name of the 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.

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 clearly understand that if I were to go against any of these instructions or the norms established in the School Life Guide, the accompanying teachers will immediately contact my parents so they can manage my early return to Chile, and that all expenses incurred by this situation would be my entire responsibility and/or that of my parents.

As a pupil and member of the (**name of the 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: _____

Mother's signature: _____

Date: _____

Father'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 educational environment and with the environment itself.
- 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, our group and attitudes.
- Punctuality.
- All our sports commitments when applicable (training sessions and matches).
- Our sports kit and the facilities provided by the clubs and schools we will be visiting when applicable.

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 is only a referential document and the valid, official, and legal version in the country is the one written in Spanish.

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