Sacred Heart Girls' College

Overseas Trip Expectations and Approval Process

Participation in an overseas trip is subject to ongoing consideration. Where there are concerns regarding attendance, behaviour, wellbeing, or safety, the school may review a student's suitability to participate.

When a student applies for or signs up for an overseas trip they must meet the following expectations:

1. Attendance

Students must maintain an attendance rate of **80% or higher**.
Good attendance demonstrates reliability, commitment, and readiness to manage the responsibilities associated with overseas travel.
Students who have an attendance rate of 80% or higher may proceed through the normal trip application process.

2. Pastoral Record

Students must have no significant pastoral concerns.
This includes demonstrating behaviour consistent with school expectations and showing respect for staff, peers, and the wider school community.
Students who have no significant pastoral concerns may proceed through the normal trip application process.

Students with Attendance Below 80%

Where a student's attendance is below 80%, the following process will occur:

1. The Teacher in Charge (TIC) and EOTC Coordinator will consult with the student's Dean and/or Manaaki Teacher to understand the reasons for the attendance concerns.
2. The EOTC Coordinator and TIC will meet with the student and their caregiver(s) to discuss:
    - the reasons for the attendance record
    - any support that has been put in place
    - whether the overseas trip is appropriate for the student
3. Following this process, the EOTC Coordinator and TIC will determine whether the student's application will proceed. This decision will be made on the current knowledge and before the first non-refundable payment.

Students with Pastoral Concerns

Where there are concerns identified in a student's pastoral record, the following process will occur:

1. The Teacher in Charge and EOTC Coordinator will consult with the student's Dean to gain a full understanding of the pastoral concerns.

2. The EOTC Coordinator and TIC may meet with the student and their caregiver(s) to discuss:
    - the nature of the current concerns
    - the tier level of the pastoral concerns
    - any improvement shown by the student
    - whether the overseas trip is appropriate for the student
3. Following this process, the EOTC Coordinator and TIC will determine whether the student's application will proceed or be withdrawn. This decision will be made on the current knowledge and before the first non-refundable payment.

Ongoing Review for approved applications.

Students approved go on the overseas trip are expected to:

- Maintain attendance above 80%.
- Follow all school expectations and behavioural standards.
- Demonstrate respectful and safe behaviour at school and during trip preparation activities.

The school reserves the right to withdraw a student's place on an overseas trip at any stage if attendance, behaviour, wellbeing, or safety concerns arise.