



Bader Intermediate Overseas Travel Policy

Purpose:

The purpose of the Overseas Travel Policy is to set out the procedures and guidelines that apply when a staff member is applying to go overseas to promote Bader Intermediate school and students. The intention is also to ensure that all staff adhere to the Board and Ministries expectations.

Policy:

Prior to any overseas travel, the 'Overseas' checklist and application forms must be completed and submitted to the Board at least four months before the proposed travel date.

While the board has discretion to make decisions on the expenditure of Crown funding there must be reasonable justification for how the proposed expenditure supports the board's primary objective achievement for all students at the school. All boards must act in a way that is financially responsible. The two main questions a board must ask when considering whether an overseas trip is appropriate are:

- How will the proposed trip support the curriculum?
- How will the trip promote student and staff learning?
- How will the trip be paid for?

CONCLUSION

A school template alongside the checklist will be provided to all staff members. Hard copies will be stored in the Admin area, with soft copies available in the staff shared drive.

Chairperson: Si'iva Stanley-Schuster

Approved date: 15/4/2020

Sign:

Review Date: 1/9/2022