

## Japan Trip Policy

### Background

Huntingdale Primary School is dedicated to supporting children to become global citizens, by instilling a deep and respectful understanding of culture, an international perspective and the confidence and capability to engage with Asia and the broader international community.

Our Japanese Language Immersion Program facilitates a bilingual learning environment where our students learn in and through two languages and two cultures. Bilingual education:

- Develops students' international perspective and an awareness of cultural similarities and an appreciation of cultural differences.
- Promotes linguistic, cognitive and social development.
- Provides opportunities for children to critically appreciate their own culture and the attitudes and beliefs of others.
- Develops understandings about the nature and purpose of language.
- Develops and enhances communication skills in English and Japanese.
- Provides opportunity for diverse educational success.

The Japan Trip for senior school students is an extension of the Japanese Language Immersion Program and designed to further enhance the bilingual experience at Huntingdale Primary School by providing an opportunity to:

- Use Japanese language skills and knowledge in a broader and authentic context.
- Be immersed in Japanese culture.
- Experience school and family life in Japan.
- Develop and maintain a Sister School Relationship between the Huntingdale School Community and Kurramochi Primary School.
- Maintain the DET values of leadership, respect, responsiveness, human rights, integrity, impartiality and accountability.

Huntingdale Primary School as part of the Victorian Government state school system is committed to the safety and wellbeing of all children and young people, regardless of their age, culture, beliefs, socio-economic circumstances, disability, family living situation, child rearing practices or educational level. The school understands that the Child Safe Standards extend to the Japan Trip experience.

### Purpose

To ensure:

- The school has appropriate and transparent policies and procedures in planning and implementing the Japan Trip.
- The school provides a Japan Trip that allows students a balance between education, cultural and tourist experiences.
- Huntingdale Primary School's practices are compliant with Department of Education and Training (DET) travel policies and procedures.



- That the school adheres to the Child Safe Standards when planning and implementing the Japan Trip.

### **Implementation**

- The Principal has the overall responsibility of implementing this policy and will delegate the role of organising the Japan Trip to suitably qualified staff and support them in the planning and implementing process.
- The Japan Trip will be promoted each year at the school so parents know when it is occurring. This offers them the opportunity to forward plan and save for the trip from when their child commences school.

### **Timing**

- The Japan Trip will be offered to Year 5 and 6 students and conducted biennially in alternation with the Production year.
- The trip ideally will take place in October, preferably in the first week of Term Four in negotiation with the Sister School.

### **Planning, Preparation and Information**

- School Council must approve the Japan Trip.
- The school will take into account the Child Safe Standards when planning the trip, including the Code of Conduct.
- The school will source three independent quotes for the trip as per DET requirements.
- An information session will be conducted the year before so families have an understanding of what the trips entails (itinerary, accommodation and costs including variables related to the exchange rates and number of students attending-ranging from 8 to 20).
- Further information sessions will be provided in a timely manner during the year of the trip.
- Students may be required to complete planning activities at home and during part of lunchtime to prepare for the trip. This will be communicated to families.

### **Deposits, Payment Instalments and Cancellation**

- All parents must be financial and be up to date with payments of school fees, excursion payments and so on.
- Parents can enrol their child to participate in the Japan Trip by paying a deposit. Deposits will be required to be paid around three weeks after the initial Information Evening.
- Once a child has enrolled the deposit is non-refundable. Further payments will be refunded provided the school will then be refunded by the travel agent. Cancellations must be supported by a medical certificate.
- If there are less than 8 students the trip will be cancelled.
- Parents must make regular payment instalments as requested by the school. If instalments cannot be made by that date, parents must make arrangements with the School Principal/Business Manager so that the trip can be paid for.
- The school must follow DFAT (Department of Foreign Affairs and Trade) alerts and warnings. e.g. Natural disaster, health concern, travel alert etc. The reasons for the cancellation of the trip may be beyond the control of School Council. Where possible funds will be returned to parents.



### Sister School Relationship

- The school through its teaching and learning programs will sustain and support students’ ongoing learning between Sister Schools. Electronic means such as Skype and Polycom sessions will be used.
- The school will subsidise through its budgeting processes hosting the Sister school but will not subsidise the Japan Trip.
- The school will facilitate homestay of students from the Sister school.
- The Child Safe Standards must be adhered to with the Sister School relationship.

### Trip Requirements

The trip will:

- Follow all DET policies and relevant paperwork must be completed prior, during and after the Japan Trip by the Japan Trip Organiser.
- Have a balance of educational, cultural and tourist activities.
- Incorporate a visit to a Japanese School and participation in the school curriculum.
- Include a homestay visit of no less than 2 nights and no more than 50% of the total trip with students billeted in pairs (or threes if there are uneven numbers).
- Must have a minimum of 8 students attending.
- Must have a minimum of 2 staff with a ratio of one staff to six students 1:6. Staff members must include a native speaker, a member of the leadership team, balance of male/females and a staff member experienced with senior students. The school will ensure a fair and equitable process in selecting staff for the trip. (See Appendix 1)
- Include Travel insurance.

### Trip Alterations & Exclusions

- Students may meet the school touring group at the airport when the group arrives in Japan.
- Parents wishing to meet the touring group during the Japan Trip will be discouraged as it has the potential to disrupt the flow and the experience for students. It will only be permitted under extreme circumstances and parents have to pay for their travel expenses and this will not form any part of the school’s trip.
- All students must come home with the group to maximise smooth running of the trip.
- There will be no alterations to the Japan Trip to suit parent wants or needs. Parents are not to communicate with the travel agent unless given permission by the Principal or Japan Trip organiser.
- The Principal will make the final decision if a student is required to be excluded from the trip due to safety concerns to the student themselves, fellow students and/or staff.

### Evaluation

This policy will be reviewed after each Japan Trip.

### Document Status

| Reviewed  | School Council Ratification  | Next Review |
|-----------|------------------------------|-------------|
| July 2018 | 14 <sup>th</sup> August 2018 | 1 May 2020  |



# 2019 Japan Trip- Information & Staff Selection Process

## **Background**

The Year 5/6 Japan Trip is the Overseas Learning Experience offered by Huntingdale Primary School. It offers students the opportunity to spend time in a school in Japan, stay with a host family and undertake cultural and tourist activities.

The Japan Trip is an extension of the Japanese Language Immersion Program and designed to further enhance the bilingual experience at Huntingdale Primary School by providing an opportunity to:

- Use Japanese language skills and knowledge in a broader and authentic context.
- Be immersed in Japanese culture.
- Experience school and family life in Japan.
- Develop and maintain a Sister School Relationship between the Huntingdale School Community and a Kuramochi Primary School.

It provides students:

- With opportunities to explore adventure and personal challenge.
- Work as a team and use problem solving skills.
- With a significant experience that is an appropriate celebration of the growth in their language learning at Huntingdale and the opportunity to use language in a real life situation and increase their proficiency.
- Opportunity to build their personal and social competence and intercultural understanding.
- With a more global outlook on life, and a heightened sense of engagement with, and increased awareness and appreciation of, different cultures as well as a deeper understanding of their own culture as distinct from others.
- Experience an enhanced sense of self and personal identity and increased independence, maturity, confidence and self-awareness.
- Opportunity to be ambassadors for the school.

At the end of the journey it is hoped that students will be able to look back on an experience that offered them challenges and that they faced and overcame them as individuals and a group and it was instructive as well as enjoyable.

## **Details of Staff Selection**

### **Restrictions:**

- There is to be a minimum of 2 staff with a ratio of one staff to six students 1:6
- Staff members must include a native speaker and a staff member experienced with senior students
- Ratio of Female/Male staff
- These restrictions are based on Japan Trip Policy 2018

### **Responsibilities:**

- Implement the overseas learning experience and its place within the school curriculum
- Duty-of-care
- Understanding of the Child Safe Standards
- First Aid



- Additional responsibilities, which may include but are not limited to:
  - Planning and implementation of pre-overseas learning/research projects
  - Liaising between homestay families and the students' families
  - Representing the school at official functions
  - Understanding and managing the medical requirements of students
  - Guest teaching in the host school
  - Post-experience activities and follow-ups (e.g. changes to curriculum and sister-school relationships developed), presentations and professional learning activities for colleagues and other audiences.

### **Japan Trip 2019 Selection Process**

1. Staff are asked to write a letter (no more than two pages) to the Principal explaining why you would be a fitting candidate for the Japan Trip 2019.
2. Selection Criteria for selection of staff:
  - a. Understanding of the nature and purpose of the overseas learning experience.
  - b. High-level communication and social skills and relevant language skills.
  - c. Personal and professional qualities enabling them to be ambassadors for the school, Victorian education system, their community and Australia.
  - d. First-aid training.
  - e. High-level planning and organisational skills.
  - f. Ability to liaise and negotiate with key personnel in the overseas setting.
3. Final selection is determined by the Principal

### **Japan Trip Timeline**

|  |   |
|--|---|
| 20 <sup>th</sup> August 2018                   | Staff are notified of the selection criteria to attend Japan Trip 2019  |
| 7 <sup>th</sup> September 2018                 | Applications due  |
| 21 <sup>st</sup> September 2018                | Staff notified of outcome of the selection process                      |
| 23 <sup>rd</sup> October 2018                  | Japan Trip Information Night- selected staff should attend this evening |
| 9 <sup>th</sup> -18 <sup>th</sup> October 2019 | Japan Trip 2019- These dates are TBC                                    |

### **Questions**

If you have any questions regarding this process please see Ruth.

If you have any questions regarding the last two Japan Trips please see Ruth, Nozomi, Soo Lee, Brett, Tomoko and Eiji who would be happy to answer these.

Please read the Code of Conduct for the Japan Trip.



## 2019 Japan Trip Student Code of Conduct

The aim of this code of conduct is to promote harmony within the group and to maintain the safety and wellbeing of all students during all stages of the Program.

1. Students must have an excellent behavioural record at Huntingdale Primary School.
2. Students must participate in all pre and post activities.
3. Students are required to study Japanese appropriately before, during and after the trip.
4. Students are ambassadors representing Huntingdale Primary School and Australia. Therefore, students must behave appropriately at all times, especially in public spaces, including the airplane, accommodation, school visits and homestay visits.
5. Students must always follow the directions of the accompanying staff members and be punctual at all times.
6. Students may not leave the group at any time without the permission of one of the accompanying staff members and each student must report back to staff on his/her return to the group.
7. Students are not permitted to smoke, consume alcohol or take drugs at any stage during the program.
8. Students must not visit the rooms of other students unless they have permission to do so.
9. All students must attend and participate in the excursions and planned activities throughout the program unless they have the express permission of one of the accompanying staff not to do so.
10. Students must attend any arranged meetings of the group (e.g. each morning, to receive information and instructions regarding the day's activities).
11. Any difficulties of a personal, financial or social nature must be communicated to one of the staff so that they can be addressed.
12. Students must wear appropriate safety equipment such as bicycle helmets if riding bicycles.
13. Students are not permitted to purchase and return to Australia with any inappropriate items, for example knives, swords, light lasers etc.

### Home Visits

14. Students should abide by the normal rules of the household and take care of property when visiting host homes.
15. Students should endeavour to enter into the family-life of their host family, participating in family outings and taking their share of the chores, etc.



## CONSEQUENCES

Students should be aware that the possible consequences for uncooperative or inappropriate behaviour include one or more of the following:

1. Being assigned extra duties/ chores during the program.
2. Being required to stay with teachers during certain activities or days.
3. Being excluded from particular activities.
4. Having room arrangements altered to separate uncooperative students.
5. A major breach of the Code of Conduct prior to travelling to Japan, may result in students being withdrawn from the school trip. Refunds are limited.
6. A major breach of the Code of Conduct whilst in Japan, may result in students being sent home to Australia early, at their parents' expense.



# 2019 Japan Trip Staff Code of Conduct

## 1. Overall

Staff:

- Must show respect to all members of the group, people met on the trip and towards the country they are visiting at all times.
- Should follow the directions of their Program Leaders and be punctual at all times.
- Should attend all arranged meetings (e.g. each morning, to receive information).
- Must follow the law of that country during the trip.
- Are not permitted to smoke in front of students or indoors.

## 2. Students

Staff:

- Must be supportive of students and always consider their health and well-being and act in their best interests.
- Must be considerate of the varying maturity and ability levels of students.
- Must monitor the safety of students always.
- Must apply the agreed consequences to students who break the code of conduct.

## 3. Airport

Staff:

- Must ensure that students do not leave the group unless accompanied by a staff member.
- Are responsible for tracking departures from the overall group and for taking regular roll calls for their group.
- Must ensure that their group of students board all flights.

## 4. Buses / Cars / Trains

Staff:

- Must ensure that all students board transport at the scheduled times.
- Must ensure that all students wear seatbelts / life jackets (if available) and behave appropriately while travelling.

## 5. Accommodation

Staff:

- Must advise the Program Leader if they leave their accommodation at night and what time they are expected back.
- Should not leave the students unattended at any time. However, during excursions, or while on the host school campus, the teaching group can establish protocols for small student groups to move about the campus or excursion venue.
- Staff should avoid, where possible, visiting the rooms of students alone.

## 6. Meals

- Staff must be adjacent to any students from their school who have severe food allergies at all meals and be prepared to administer first aid.





## **7. Touring**

Staff:

- Must wear appropriate clothing when visiting sites
- Must not leave the group at any time without advising the Program Leader of where they are going and when they will be back.
- Should not take students of the opposite gender to the toilet.

## **8. Health / Wellbeing / Safety**

- Staff who have any difficulties of a personal, financial or social nature should speak to the Program Leaders so that these can be addressed.

## **9. Communications / Media**

- Staff and their families must not make any adverse comments to the public or media (including through social media) about the trip. Any issues should be addressed to the Program Leader/s or Department of Education and Training for a response.
- No staff may speak to the media without the permission of the Program Leader/s whilst on the trip.