
Japan Trip Policy

Background

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

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

- Develops and enhances communication skills in English and Japanese, promoting linguistic, cognitive and social development and understandings about the nature and purpose of language.
- Develops students' international perspective and an awareness of cultural similarities and differences and provides opportunities for them to critically appreciate their own culture and the attitudes and beliefs of others.

The Japan Trip for senior school students is an extension of the bilingual education we offer and provides an opportunity to:

- Use Japanese language skills and knowledge in a broader and authentic context.
- Be immersed in Japanese culture.
- Experience school and life in Japan.
- Develop and maintain a sister school relationship between Huntingdale and Kurramochi Primary School.
- Maintain the DE 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.



Help for non-English Speakers.

If you need help to understand the information in this policy, please contact the school office.

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 (DE) travel policies and procedures.
- That the school adheres to the Child Safe Standards when 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.
- School Council must approve the Japan Trip.

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 weeks of Term Four in negotiation with the sister school.

Trip Requirements

The trip:

- Will follow all DE 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.
- Must have a minimum of 8 students attending.
- Must follow DE minimum staff ratios. We will have a minimum of 2 staff with a ratio of one staff member for 10 students 1:10. This ratio may need to be altered depending on the needs of the students (e.g. student health concern/disability). The school will include a native speaker and a member of the leadership team and preferably a balance of male/females.
- Parents cannot attend the Japan Trip to supervise students and form part of the ratios.

Planning, Preparation and Information

- The school will source at least two independent quotes for the trip as per DE procurement requirements.
- An information session will be conducted so families have an understanding of what the trip entails (itinerary, accommodation and costs including variables related to the exchange rates and number of students attending).
- The school will ensure that parents are made aware of the fact that the school bears no responsibility for any agreement entered into between parents and the tour operator. As the school is not a party to the agreement between parents and the tour operator, the school will not be liable for any loss or damage incurred by a parent as a result of a tour operator breaching the terms and conditions of an agreement.
- The school and students must arrange travel and medical insurance through the Victorian Managed Insurance Authority (VMIA).
- Parents must inform the school of medical needs so that the school can devise an adequate medical emergency plan.
- Travellers (staff and students) are obliged to seek medical advice on travel vaccinations required before the Japan Trip.
- Further information sessions will be provided 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

- Parents enrol their child to participate in the Japan Trip by paying a deposit. Deposits will be required to be paid soon 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 will follow DFAT International Travel Guideline to secure the safety of participants.
- <https://www.smartraveller.gov.au/destinations/asia/japan>
- If the trip has to be cancelled, it must be communicated to parents that the reasons for the cancellation 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 the sister schools. Electronic means such as Skype, Zoom and Google Meets sessions will be used.
- The Child Safe Standards must be adhered to with the sister school relationship.

Trip Alterations & Exclusions

- All students must leave Australia and return home with the group to maximise smooth running of the trip. Only in exceptional circumstances will alterations be made, and this must be approved by the principal before the trip.
- 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.
- 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.

Policy Review and Approval

Policy reviews	January 2024- Principal Team & Japan Trip Organiser
Approved by	School Council- February 6 2024
Next scheduled review date	February 2025



Japan Trip Student Code of Conduct

- Participate in all pre and post activities related to the trip.
- Are ambassadors representing Huntingdale Primary School, the Victorian Education Department and Australia. Therefore, they must behave appropriately at all times, especially in public spaces, including the airplane, accommodation, school visits and tourist sites.
- Follow the directions of the accompanying staff members, tour guides/teachers in Japan.
- Stay with the group at all times and gain permission from Huntingdale staff to leave the group and report back on their return to the group.
- Not permitted to undertake illegal activities (e.g. vaping, shop lifting) at any stage during the program.
- 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.
- Attend any arranged meetings of the group (e.g. each morning, to receive information and instructions regarding the day's activities) and be punctual at all times.
- Communicate to teachers any difficulties of a personal, financial or social nature so they can be addressed promptly.
- Wear appropriate safety equipment for some activities (e.g. bicycle helmets if riding bicycles) as needed.
- Not permitted to purchase and return to Australia with any inappropriate items, for example knives, swords, light lasers etc.
- Look after and be responsible for their own personal belongings.

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 withdrawn from particular activities for a period of time, until they display suitable behaviour.
4. Having room arrangements altered to separate uncooperative students.

A major breach of the Code of Conduct prior to travelling to Japan, may result in students being withdrawn from the school trip.

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.

Student Name:	Signature:	Parent Name:	Signature	Date:
Principal Endorsement:	Signature:	Date:		



Japan Trip Staff Code of Conduct

Department of Education (DE) Values

- Staff are ambassadors representing Huntingdale Primary School, the Victorian Education Department and Australia. Therefore, they must behave appropriately at all times and follow DE values of leadership, respect, responsiveness, human rights, integrity, impartiality and accountability.

Child Safe Standards, school policies and safety of students

- Implement all policies related to Child Safe Standards including the Code of Conduct.
- Understand and implement school-based policies that relate to international travel including- Duty of Care, Mobile Devices, Inclusion and Diversity, Photographing, filming & recording students, Personal Property, Camps and Excursions, Japan Trip, Anaphylaxis, First Aid and Healthcare.
- Understand and read the risk register for the Japan trip.
- Monitor the safety of students, taking regular roll calls, implementing duty of care and ensuring students are not left unattended at any time. Ensure that students do not leave the group unless accompanied by a staff member.
- Ensure students board all transportation (e.g. flights, buses) at the scheduled time.
- Closely monitor students with high health needs e.g. food allergies
- Administer First Aid as needed, keeping accurate records of students treated.
- Be supportive of students, considering their varying wellbeing and ability levels and act in their best interests.
- Ensure students follow their agreed Code of Conduct delivering fair consequences to those who breach this.
- Ensure that all students wear safety equipment on activities where needed.
- Be accompanied by another staff member when visiting student's rooms on the trip. Avoid visiting the rooms of students alone.
- Gain permission from the Japan Trip Leader to speak to the media.

General

- Participate in all pre and post activities and meetings related to the trip.
- Show respect to all members of the group and engage with people meet on the trip.
- Follow the directions of the Program Leader and be punctual at all times.
- Attend all arranged meetings (e.g. each morning, to receive information).
- Follow the law of that country during the trip and do not engage in any illegal activity.
- Do not smoke/vape or drink alcohol in front of students.
- Do not leave the group at any time without advising the Program Leader of where you are going and when you will return. Avoid areas where crime and civil unrest might occur.
- Wear appropriate clothing to the different activities on the trip.
- Ensure your emergency information is up to date.
- Look after your own personal belongings and those you may have of students (e.g. passports)
- Seek advice with regard to any factors that might affect your health and security whilst travelling.
- Strongly encouraged to have relevant vaccinations up to date.
- Any difficulties of a personal, financial or social nature must be raised with the Program Leaders so that these can be addressed.

Staff Name:	Signature:	Principal Name:	Signature	Date:
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