



Mansfield State High School has a strong tradition of offering students the experience of study tours, camps and other extracurricular experiences to supplement their learning at school. These opportunities are planned and coordinated to maximise the benefit to students, while ensuring value for money and compliance with the Department of Education's guidelines on student wellbeing and safety.

Opportunities offered in the past have include skip trips, overseas tours, camps and tours within Australia and local work-shops/day camps. These may be annual, bi-annual or sporadic depending on resources available. Many of these opportunities were paused during COVID, and it is only recently that state schools have once again been able to consider international opportunities.

There are many considerations when planning school extracurricular school activities, including staff availability to supervise, costs to parents and the capacity available ie; travelling as a small group overseas with home stay accommodation is very different to a local camp. These factors will determine how often, if at all, an experience is offered and how many students can be included.

Students who are part of an excursion or study tour group are representing Mansfield State High School and are expected to follow the [Student Code of Conduct](#) and the directions of school staff at all times.

In a large school, interest in these opportunities always exceeds capacity, and inevitably students miss out. This is unavoidable as the resources and logistics of travel, including staff ratios and availability require numbers to be capped.

When planning an opportunity and inviting students to attend, school staff take into consideration the following.

1. **Excursion purpose** (eg; is it specific to a subject or group of students such as a team?).
2. **Excursion year level** (eg; Year 11 Leadership Camp).
3. **Online expression of interest (EOI) to record responses in the order received.**
4. **Student behaviour as recorded in OneSchool and confirmed by the Deputy Principal.**
5. **All school fees and extracurricular charges have been paid in full.**
6. **Classroom behaviour from report cards** (eg; effort and behaviour).
7. **School attendance record.**

A refined list of eligible students will be created after these factors are considered. From this list, eligible students will be provided with a QParents permission form and an invoice for payment. Payment may be a deposit or the total amount, depending on the payment terms of the excursion provider.

Completion of the permission form and payment of the invoice are required to confirm the student's participation in the excursion. Failure to grant permission and/or pay the invoice by the due date will result in the student's place on the excursion being offered to the next eligible student.

All enquiries regarding an excursion should be addressed via email to the school staff member who is acting as the Excursion Organiser.

Note: International study tours and excursions are approved by the Director General of the Department of Education.

The Executive Principal reserves the right to review all students invited to participate in excursions and study tours, and where there is a change in behaviour, payment of school fees or in school attendance prior to the departure of the activity, may decide that the student is no longer eligible to participate.