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**South Africa Service Learning Tour April 2018**

**Trip Agreement**

**Overview**

The goal of this service tour is to provide St Stephen’s students with a meaningful international service learning experience that is engaging and enhances their global education and intercultural competencies by building relationships with disadvantaged communities in South Africa. This will be done through various hands-on service tasks, care activities and sporting events.

In applying to be part of the South Africa Student Service Learning Tour, parents and students agree to certain standards, expectations and requirements as set out by St Stephens School. All students will be international ambassadors of St Stephens School and should conduct themselves in that manner at all times.

**Student behaviour and expectations**

As representatives of St Stephens School, students are expected to behave in the same manner as they would in any school event and in keeping with our school policies.

In the unlikely event of an incident or situation which requires a student to be excluded from the rest of the tour and to return home, the parents will be responsible for organising repatriation of the child to Australia.

Parents and students understand that there is an element of risk associated with any international travel. Staff will maintain a duty of care to the tour group and will take every reasonable action within their legal power and ability to ensure the safety of the students and fellow staff members.

**Project work**

During work on any project site, students are to:

* Wear sturdy shoes, a hat, shirt, sunscreen and eye protection.
* Exercise safe behaviour during service activities at all times; ask staff for assistance when operating equipment and using tools.
* Take care of the tools and equipment.

The main projects on this tour will be at

* Langa Sports Academy
* Sinethemba Children’s Centre in partnership with Alexander Road High School
* Jehovah Jireh Haven

**Fundraising**

Students are responsible for fundraising a minimum of $700 each which will go directly to the various projects. If a student is unable to raise the entire amount, they will be required to make up the difference. Staff will provide advice and assistance to support the fundraising program but students are expected to take the initiative to achieve their target.

**Interacting with Children**

As students will be interacting with children and young people in South Africa, the following points are to be noted:

St Stephen’s students should:

* Ensure safe behaviour and conduct with children
* Never be alone with a child
* Be sensitive to cultural norms with behavior and when taking photos

**Medical**

It is essential that in order to provide adequate duty of care, St Stephens School staff leading the tour must be informed of all relevant and up to date medical information. Please complete the accompanying **Medical Consent Form** and return it to one of your tour leaders.

**Vaccinations**

Parents are responsible for ensuring that students are appropriately vaccinated based on advice from their doctor. As a school, we are not in a position to give medical advice, however you may wish to contact the travel doctor to provide you with expert advice.

<http://www.traveldoctor.com.au/Page/Clinic-Locations/Western-Australia/Perth-Clinic-CBD>

**Swimming**

Staff will be adequately qualified for the type of water activities conducted, with all staff members having a minimum resuscitation qualification and at least 1 staff member having a Bronze Medallion qualification or higher. Please complete your child’s swimming proficiency at the end of this document.

**Payment**

In accepting a position on the tour, parents agree to meet the installment schedule outlined below. This is a key component of our planning, booking of flights and reserving accommodation.

Installment schedule:

* 24th July 2017: $ 1600
* 30 October 2017: $ 1250
* 5 February 2018: $ 1050

All payments are to be made via the tour blog site (<https://blogs.ststephens.wa.edu.au/southafricanservicetour18/>)

Any queries please contact the accounts department of St Stephen’s School.

Because airline tickets are purchased in the name of an attending student, withdrawal and/or refund is usually not possible without paying airline fees and charges for new tickets.

**Points to note**

In keeping with our normal tour procedures, supervising teachers reserve the right to make discretionary decisions during the trip to enable the most favourable outcome for all staff and students at the time.

All students are to carry a water bottle and drink sufficient water throughout the day – tap water is acceptable in South Africa. All students must wear a hat and use sunscreen on a daily basis.

In the event that a student is hospitalised, a staff member will break from the group and remain with that student. Parents and the school will be notified according to the procedures of the Risk Management plan. A revised itinerary or travel arrangements will be made in the event that this may be necessary.

**Documentation**

Two electronic copies of all passports, affidavids (as required by South African customs regulations) and details of ATM cards must be supplied before departure. Copies will be kept by a staff member.

If students are travelling with a passport other than from Australia, they should check with tour staff 8 weeks before departure in case a visa is needed. If students are considered a citizen of South Africa, they will also require a South African passport.

Original passports will be held by staff members whilst travelling.

**Valuables**

Students are responsible for their personal possessions. As such we advise that students do not bring valuables on this tour.

Students may bring mobile phones with them on the tour – the only purpose is for photography/media. Use of mobile devices for contacting family and social networking will be strictly controlled during the tour. This is to maintain group cohension and service focus. Families in Australia will be able to follow the trip and see photos of the group on the official tour blog site which will be updated on most days. For urgent or emergency circumstances, families can contact the tour leaders via the school.

Students are to carry a spare change of clothing in their carry on luggage. All luggage and clothing must be clearly labelled. It is advised that bags be cling wrapped at Perth Airport prior to departure, but this is not required – approximate cost is $20. Student will be supplied with a ‘survival card’ which should be carried at all times. This card will have contact details, addresses and emergeny numbers.

Thank you and “Hamba Kahle” (Xhosa for farewell)

Mr Osborne, Miss Erasmus and Mr. Thomas

**Parents should read this form (keep it for future reference) and sign the accompanying Parent Consent Form and return it to the tour staff as soon as possible.**