


**Medicine Hat Public School Division**

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**INTERNATIONAL FIELD TRIPS – FINAL APPROVAL**

(Completed by the Lead Teacher. Submitted to the Superintendent or designate.  
To be submitted with accompanying documents 2 weeks prior to scheduled Board meeting.)

1. Event Details		
Event(s) and Destination(s): Theatre Arts 10, 20, 30 Trip to LONDON, UK		Date(s): April 7 - 14, 2026
Name of Lead Teacher: Jennifer Davies and Dustin Look		School: CHHS
<input type="radio"/> Extracurricular	Group/Team/Class:  CHHS THEATRE ARTS CLASS	
<input checked="" type="radio"/> Curricular		
Number of male students: 8	Number of female students: 12	Supervisor to Student Ratio: 1 to 5
Names of other Supervisors: Robyn Harrington, Shannon Welsh, Sarah Begin		

2. Procedures: I can confirm the following:	
1. I have prepared participating students with pre-teaching that connects the trip to their learning.	<input checked="" type="checkbox"/>
2. I have booked transportation.	<input checked="" type="checkbox"/>
3. I have collected all necessary volunteer forms.	<input checked="" type="checkbox"/>
4. I have collected fees from all participants.	<input checked="" type="checkbox"/>
5. All finances related to this trip have been handled in the school office.	<input checked="" type="checkbox"/>
6. I have met with volunteers and chaperones and explained their duties in full.	<input checked="" type="checkbox"/>
7. I have held meetings to inform all the participants' parents of trip itinerary, expectations for students, contact information while on the trip, and communicated post-event pick-up arrangements.	<input checked="" type="checkbox"/>
8. I have informed parents of vaccination recommendations, particularly for Measles and for specific vaccinations required by the destination country: <a href="https://travel.gc.ca/travelling/health-safety/vaccines">https://travel.gc.ca/travelling/health-safety/vaccines</a>	<input checked="" type="checkbox"/>
9. I have registered (or verified) each participant: <a href="https://travel.gc.ca/travelling/registration">https://travel.gc.ca/travelling/registration</a>	<input checked="" type="checkbox"/>
10. I have reviewed and communicated the relevant travel health and safety risks to all participants and participating students' parents.	<input checked="" type="checkbox"/>



**3. Risk review: I can confirm the following**

11. A satisfactory report travel from Government of Canada – Travel and Tourism <a href="https://travel.gc.ca/travelling/advisories">https://travel.gc.ca/travelling/advisories</a>	<input checked="" type="checkbox"/>
12. The planned activities are consistent with the standards in <u>School Physical Activity, Health &amp; Education Resource for Safety</u> and in compliance with MHSD policy.	<input checked="" type="checkbox"/>
13. The planned activities are suitable to the age, developmental level, and physical condition of the participants.	<input checked="" type="checkbox"/>
14. Participants have been progressively taught and coached to perform planned activities properly and to avoid the dangers inherent in the planned activities.	<input checked="" type="checkbox"/>
15. The equipment for the planned activities is adequate and suitably arranged.	<input checked="" type="checkbox"/>
16. The planned activities will be adequately supervised for the inherent risk involved.	<input checked="" type="checkbox"/>
17. We have a suitable first aid kit.	<input checked="" type="checkbox"/>
18. Name(s) of the supervisor(s) with current First Aid training: Jennifer Davies, Dustin Look, Robyn Harrington	
19. The medical facilities nearest our destinations are: London, UK, has a comprehensive network of medical facilities, anchored by the National Health Service (NHS) for public care. Key hospitals include St Thomas' Hospital, Guy's Hospital, University College Hospital, and Royal London Hospital. Medical facilities near Warner Bros. Studio Tour London (Leavesden) include Mount Vernon Hospital, and Watford General Hospital.	

**4. Transportation Details**

Name(s) of Volunteer Driver(s): Southland Transportation is the charter company we have booked with.	
Flight details Airline: Flight # Air Canada	Departing flight (and connections): AC850 April 7, 2026  Returning flight (and connections): AC851 April 14, 2026
Other transportation details (if not included above): Students and teachers will be travelling to and from the Calgary airports on a chartered bus. While in the UK, transportation will be by chartered bus between the airport and hotel and anything outside of the city (eg. the day trip to Harry Potter Studios). These coaches have all met the insurance and safety procedures as required by the city of London & UK. Within the city, there will be transportation by the 'Tube', which is the local subway as well as buses and walking. If needed we may use a taxi to get to a destination if there is an urgent need.	



**5. Expenses**

<b>Total cost of trip:</b> \$104,875	<b>Fundraised:</b> Over \$15,000	<b>School funds:</b>	<b>Cost to student:</b> \$4,130.00
Other information related to expenses: <input type="checkbox"/> Travel Accounting Template with initial estimates completed. (720 E 015) – Final trip accounting report must be submitted to central office 20 days after return of the trip. <sup>1</sup> <input checked="" type="checkbox"/> Travel Declaration for National-International Trips completed. (720 E 014)			
Did you use a tour company? <input checked="" type="checkbox"/> Yes - Attach detailed tour information <input type="checkbox"/> No - Attach a detailed itinerary and a satisfactorily completed Off-Site Activity Risk Assessment (720 E 006)			

**6. Attachments**

1. Completed International Trips - Approval in Principle (720 E 010)	<input checked="" type="checkbox"/>
2. Completed Consent for National – International Trips for all students (720 E 014).	<input checked="" type="checkbox"/>
3. Completed <u>Consent Letter for Children Travelling Abroad</u> for all students, signed by parents/guardians <u>and</u> preferred witness.	<input checked="" type="checkbox"/>
4. Completed Volunteer Registration Form for each non-staff supervisor (720 E 013) .	<input checked="" type="checkbox"/>
5. Completed Automobile Driver Authorization Form for any person transporting students (720 E 007).	<input checked="" type="checkbox"/>
6. Copy of all travellers' passports (confirming date of expiry 6 months from expected date of return).	<input checked="" type="checkbox"/>
7. Completed Travel Declaration for National-International Trips (720 E 014) and Travel Trip Accounting 720 E 015.	<input checked="" type="checkbox"/>
8. Complete list of participants including name, students' cell phone numbers (if available), parent contact information, identification of specific medical conditions, allergies, or special considerations on provided spreadsheet. <i>If any participant is known to have severe allergic reactions, or has specialized medical conditions, attach a plan outlining additional precautions, created in consultation with the parent.</i>	<input checked="" type="checkbox"/>
9. Duties of all supervisors.	<input checked="" type="checkbox"/>
10. Parent meeting(s) attendance sheet(s), agendas/minutes.	<input checked="" type="checkbox"/>
11. List of locations and contact information of Canadian Government offices abroad. <a href="https://travel.gc.ca/assistance/embassies-consulates">https://travel.gc.ca/assistance/embassies-consulates</a>	<input checked="" type="checkbox"/>
12. Names, addresses and contact numbers for each accommodation, listed by date.	<input checked="" type="checkbox"/>
13. Final and complete itinerary.	<input checked="" type="checkbox"/>



8. Declarations and Signatures

**Lead Teacher:**

I have reviewed AP 720 P 001 and understand my responsibilities as a lead teacher for this international trip. I confirm the information in this form to be true.

Signature: \_\_\_\_\_

*[Handwritten Signature]*  
Date: March 2, 2026

**OHS Officer:**

I have reviewed the submitted documents for this international trip and confirm that the Lead Teacher's plans comply with School and Division Procedures.

Signature: \_\_\_\_\_

*[Handwritten Signature]*  
Date: MARCH 5/26

**Secretary Treasurer or Designate:**

I have reviewed the submitted documents for this international trip and confirm that the Lead Teacher's plans comply with School and Division Procedures.

Signature: \_\_\_\_\_

*[Handwritten Signature]*  
Date: March 9/26

**Superintendent or Designate:**

I have reviewed the submitted documents for this international trip and I approve this trip.

Signature: \_\_\_\_\_

*[Handwritten Signature]*  
Date: March 11/26

*[Large Handwritten Signature]* March 2, 2026