

Medicine Hat Public School Division

601-1st Avenue SW, Medicine Hat, AB T1A 4Y7 | Phone 403.528.6700 | Fax 403.529.5339 | www.mhpsd.ca

INTERNATIONAL FIELD TRIPS - APPROVAL IN PRINCIPLE(Completed by the **Lead Teacher**. Submitted to the **Superintendent**.)If all conditions are met, the **Superintendent** will present this document to the **Board of Trustees**.

These steps must be completed at least 12 months prior to proposed departure.)

1. Proposed Event Details "For whom are you proposing this trip?"

Event(s) and Destination(s): Theatre Arts Trip to London, United Kingdom		Date(s): April 7 - 14, 2026
Name of Lead Teacher: Jennifer Davies		School: Crescent Heights High School
☐ Extracurricular	Group/Team/Class:	
☒ Curricular	Theatre Arts Class: Drama 10,20,30, Musical Theatre 15,25,35, Choral Music 10,20,30	
Estimated Number of Students: 20		Estimated Supervisor to Student Ratio: 1 to 10
Names of Other Supervisors: Dustin Look (teacher) We want to add other adults once we see how many students want to travel- One female and male adult.		
Describe student eligibility requirements: Students on the Drama trip will be full participants in the Theatre Arts Drama 10, 20, 30 class and the sr. musical as performers on stage who are also successfully completing the course requirements for Choral Music 10, 20, 30 and Musical Theatre 15, 25, 35.		
Describe plan for informing and meeting with parents: There will be a meeting held in June with families from the class attended to discuss the proposed trip, conditions to participate, costs, expectations, assumption of risk, rules of conduct, and insurance as well as fundraising opportunities.		
Attach satisfactory destination-specific travel advice and advisory information from the Government of Canada. https://travel.gc.ca/travelling/advisories		☒

2. Describe Purpose (Educational goals and or Educational Value) "Why do you want to take this trip?"

Educational goals are specified for the activity by the lead teacher for the activity and are compatible with the Alberta Program of Studies, the Guide to Education and the school's instructional program. The educational value of the activity is described to balance the loss of instructional time in the regular classroom program.

Students receive training to work on their performance skills and attend multiple performances, productions and tours related to theatre. Students will have interactive workshops with choreographers, music directors and teaching artists. Almost every learner outcome for the Drama 10,20,30 Choral Music 10,20,30 and Musical Theatre 15,25,35 courses will be explored during this trip. Several days of school are being missed for an incredible learning and performance opportunity connecting them to the West End Arts community in London and the National Theatre in the United Kingdom. These types of workshops often need to be scheduled outside of the Easter break. Our trips are significant to students wanting to pursue the arts professionally.



4. Proposed Transportation Details "How will you move from place to place?"

Describe the transportation plan. Include details for all types that apply. If flying, a flight number is not necessary at this point, but please provide an estimated cost of flight. We will be traveling charter busing to and from the airports. Our group will fly on a commercial airline. We will also use public transportation such as subways, and buses as well as a commercial bus line for tours. We may also travel on a Ferry Boat to see harbor area or rivers.

School Bus or Shuttle	☒
Volunteer driver / vehicle	☐
Commercial Airline	☒
Other	☐

5. Proposed Accommodation Details "Where will students sleep?"

Describe the accommodation plan (dorm, hotel, gym, billets, cost per night) including supervision. Our group will be staying in modern private hotel accommodations in London. We try to optimize our rooms with quad occupancy for students. We also try to have two adult supervisors stay in rooms together.

6. Estimated Expenses "What will this cost and how will it be paid?"

Describe the plan to finance the trip. Include estimated costs per student, total cost of the trip and any fundraising plans. Consider costs of transportation, accommodation, food, registrations, etc. It is sincerely felt that through fundraising efforts like what we have accomplished in the past, we can bring the cost down as we have successfully been able to raise money in previous years. The parent group appears to be strong and willing to work on several projects to finance the trip. There is also a proven history from these same families working to support the drama program and our productions. We have a many large-scale fundraising projects planned for assist with bringing down the cost to travel. Students also fundraise individually in addition to group projects.

Do you plan to use a tour company?

☒ Yes - Attach detailed tour information

☐ No - Attach a detailed itinerary and a satisfactorily completed Off-Site Activity Risk Assessment (720 E 006)

7. Contingency Plan

Describe considerations in case of bad weather, cancellations, delays, etc. Our Drama group will work directly with STS Tours and any MHPSD 76 personal who are associated with travel arrangements to work with us should there be any issues where arrangements need to be made to accommodate major changes, bad weather, cancellations, delays, etc. The CHHS Drama group has done numerous trips with STS Tours and have been very satisfied with all accommodations for travel. The Drama group with teacher organizer, Jennifer Davies, has previously travelled to London with similar activities. We are also fully prepared to switch destinations quickly if required for safety. We have been able work out changes and continue to travel in prior years.



8. Declarations and Signatures

Lead Teacher:

I have reviewed 720 AP 001 and understand my responsibilities as lead teacher for this proposed international trip.

Signature: _____

Date: _____

Principal:

I have reviewed this proposal and am supportive of the plan in principle.

Signature: _____

Date: _____

OHS Officer:

I have reviewed the proposed international trip plan and the lead teacher's plans comply with division procedures.

Signature: _____

Date: _____

Secretary Treasurer or Designate:

I have reviewed the proposed international trip plan and the lead teacher's plans comply with division procedures.

Signature: _____

Date: _____

Superintendent or Designate:

I have reviewed the proposed international trip plan and the lead teacher's plans comply with division procedures.
I am supportive of the plan in principle.

Signature: _____

Date: _____

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Recommendation to the Board:

The administration recommends that the Board of Trustees authorize this international trip proposal in principle; thereby allowing the lead teacher to inform students and parents and to continue planning.

Approved in principle:

☐ Yes

☐ No

Date: _____

Board Motion # _____