

PLANNING YOUR PROGRAM

Are you looking to create an educational difference through exploration, growth and wonder, but not sure where to start?

Below are 7 simple steps towards effective planning, promotion and implementation of student overseas learning experiences.

STEP 1 **EDUCATIONAL OBJECTIVES / DESTINATION / TIMEFRAME**

Consider the type of program you would like to run! What is your curriculum focus? Do you have a destination in mind? What time of the year would you like to travel? You can also ask your Educational Journeys program consultant to suggest the best destinations to cover your learning objectives.

STEP 2 **TALK TO AN EDUCATIONAL JOURNEYS PROGRAM CONSULTANT**

Contact Educational Journeys on 1800 966 063 or enquire@educationaljourneys.com.au

Think of us as your educational planner, supporter and guide, working hand in hand to make your vision a reality.

STEP 3 **GET SCHOOL BOARD APPROVAL**

You will need to obtain principal and school board approval. Your Educational Journeys program consultant will be able to provide you with any documentation you need.

STEP 4 **PROMOTE YOUR TRIP**

Start getting excited about your program! Advertise your program by placing posters in your classroom and around the school. Host a parent information night – Your Educational Journeys program consultant will be there to present the itinerary, payment deadlines and address all questions.

STEP 5 **CONFIRMATION AND PREPARATION**

Upon receipt of deposit, your dedicated Educational Journeys program coordinator will make all the necessary arrangements to ensure a great experience. It's also time to prepare any paperwork required for your school system.

STEP 6 **COUNTDOWN TO DEPARTURE**

Get Excited! 2 weeks before departure host a pre departure meeting (optional) with students and families to hand out travel documents.

STEP 7 **TIME TO REFLECT**

Reflection encourages a better learning experience! Following the success of your program, Educational Journeys encourages students and teachers to reflect on their learning experience by providing us with feedback and preparing a student article for the school newsletter.