



St. Ailbe's School

SCHOOL TOUR POLICY

Policy Area	Schools
Document Reference number	ST.AIL/TOURS/036/0
Version	1
Document Drafted by	St. Ailbe's School
Date previous version adopted by TETB	n/a
Reviewed/Amendment	<i>Reviewed at BOM 17.10.18</i>
Date Review/Amendment Adopted by TETB	11th December, 2018
Date of Withdrawal of Obsolete Document	n/a Document Ref. No. - Version No. -

School Tour Policy

Rationale:

This policy has been drawn up in the context of the Department of Education and Skills Circular Letter M 2004

1. INTRODUCTION

The organisation of school tours abroad has long been an integral part of school life in Saint Ailbe's.

These events serve to significantly enrich both the academic curriculum as taught in school, and the social and personal development of those pupils participating in them.

2. OBJECTIVE

The objective of organising such tours is to provide our pupils with the opportunity to:

- Develop their educational, intellectual, cultural and social development.
- Reinforce classroom activities.
- Enhance the learning process of as many pupils as possible.
- Provide educational experiences which the classroom alone cannot provide.
- Develop interpersonal and life skills of the students.

3. COSTS AND ACCOUNTABILITY

The overall cost of the trip should be agreed in advance and communicated to the parents. This will have the added advantage of facilitating financial preparation with a view to allowing maximum pupil participation.

At least two teachers should be involved in the financial administration of a school tour. Separate financial record should be maintained for each school tour.

A detailed record of all participating students and the amounts paid should be retained.

All monies collected from students for a school tour should be lodged through the Way2Pay system, which allows a receipt to be issued.

The income and expenditure must conform fully with the accounting practices of the school.

A full written account of income and expenditure should be reported back to the Principal

A school tour should be arranged where possible (to coincide with a school holiday period).

A written copy of tour rules should be sent home and to be returned signed by parents/guardians.

The tour leader should compile a list of all students travelling together with their telephone numbers and the telephone numbers of their parents/guardians.

Before a tour departs the school the principal should be given a briefing by the tour leader and a list of all relevant contacts and telephone numbers, and a full tour party list.

Staff travelling on School Tours

School tours are open to all staff.

When tour groups are made up of boys and girls there is an obligation to have a minimum of one of each gender represented in the staff group.

Two tour leaders are required.

ROLE OF PRINCIPAL

The Principal will complete Appendix 1 of Circular Letter M20/04

The Principal will seek the approval of the Board of Management for any trips outside of Ireland

A tour leader, whose role will be to ensure that the tour is conducted according to agreed procedures and standards, will be appointed by the Principal and provided with detailed information on procedures.

The Principal will ensure that the following information is available in the school:

1. A list of those taking part together with home contact details
2. The itinerary to be followed and contact details of those involved
3. School mobile contact number for tour leader and teachers

CONTACT INFORMATION

The Tour Leader must have contact details for school management and parents in the event of an emergency.

The Tour Leader must carry all relevant personal details regarding each member of the tour i.e. health information, home contact details, approval for medical attention etc.

Following receipt of the non-refundable deposit, parents/guardians will receive a letter asking them to complete a parental consent form. This should be completed for each pupil in the group. Included in this form should be the following:

1. Any medication the pupil is taking

2. Any recent illness suffered by the pupil
3. Any special medical or dietary requirements
4. If the pupil suffers from travel sickness
5. Any other information the parent deems relevant
6. The parent's/guardian's mobile and home phone numbers and address
7. An alternative contact phone number and address
8. Any special requirements relating to students with disabilities or special needs as related to the trip
9. Medical consent will form part of the parental consent form for foreign and residential trips.
10. Parents/guardians will be asked to agree in writing to the pupil receiving emergency treatment, as considered necessary by the medical authorities.
If the parents/guardians do not agree to this, the pupil will not be permitted on the trip – given the additional responsibility this would entail for the school. Doctors in another country may be reluctant to operate on a student unless assured of parental authorisation for such treatment.
11. A photocopy of the pupil's passport must be included with the initial deposit. All passports must be valid for at least six months following the trip. Parents should be informed that pupils with non-EU passports may need visas for EU countries.
12. Parents will be informed in good time if there are any mandatory or recommended inoculations for the destination.
13. Pupils must have a current European Health Insurance Card for travel to EU countries.
14. Parents should be aware that they are responsible for funding the immediate return of a pupil whose conduct gives rise for serious concern on a trip.

CODE OF BEHAVIOUR

As a student on tour The Code of Behaviour to be observed during the course of the tour will be the school's Code of Behaviour as adopted by the Board of Management of Saint Ailbe's School.

They will be expected to sign the appropriate consent form. In this way, parents/guardians, pupils and teachers enter into a partnership promising good and appropriate behaviour at all times.

All students should be made aware at a briefing session of tour rules and expectations.

The school management reserves the right to refuse any student they deem unsuitable for the tour. Those considered unsuitable would include:

- 1. Pupils who in the past have proved unruly or undisciplined on tours.**
- 2. Pupils who have a poor discipline record in the school.**

Two members of staff, gender appropriate, may carry out inspection of rooms or personal property (bags, suitcases, etc) with the student present.

Students and parents will be made aware of this prior to application to participate on a trip.

The possession or use of tobacco, alcohol or drugs is forbidden.

In the event of a serious breach of the school's Code of Behaviour the staff in charge must contact the school management immediately.

The participation by the pupils in all of the activities of the tour/trip is expected.

In very grave cases, such as involvement with drugs, the student may have to be sent home from a school tour. In any such case the parents of the students may be asked to

(a) Come and collect them and take them home.

(b) Agree to have them flown home unaccompanied but in the care of the airline staff and to then meet the student on arrival in Ireland.

All expenses in such cases will have to be borne by the student and his/her parents and it will be a condition of being accepted on any such tour that this sanction is accepted by the parents of the student in advance of travelling.

Modern Technology

Pupils are permitted to bring digital entertainment items including a camera phone on school trips.

The use of Social Media should not in any way bring the reputation of any member of the travelling group or the St. Ailbe's name into disrepute.

Unauthorised recording of pupils or staff, transfer of images of pupils or staff, or using the phone to harass others will be considered a serious breach of discipline.

The school website will be the official record of school trips and pupils will have the facility to submit photographs.

Saint Ailbe's will respond appropriately in the case of inappropriate camera use and will have the full range of sanctions, including expulsion, open to them.

SUPERVISION

On trips which involve an overnight stay in Ireland or abroad, pupils will not be directly supervised on a 24-hour basis and all extended school tours will involve periods of time without direct supervision.

Parents who are concerned that such a level of supervision is inappropriate or insufficient should not permit their son/daughter to take part in such trips.

Certain trips may facilitate shopping or recreation which may not be directly supervised. This situation will usually arise for senior pupils and will be indicated on the, itinerary or information letter sent to parents/guardians.

Good practice will include:

Counting students on/off buses etc.
Having designated meeting times and places
Pupils carrying identification and contact/itinerary details.
Pupils always remaining in pairs/groups.

HEALTH AND SAFETY

In case of an accident, expert medical attention will be sought should it be deemed necessary.

On return from, or during any trip, staff may advise a parent/guardian to seek medical advice.

Where a serious accident occurs, staff will seek medical assistance as a first priority and contact the parents and the school management to inform them of events.

ADDITIONAL GUIDELINES

1. Pupils who withdraw from a trip after a deposit or full cost has been paid, may not be entitled to a refund.
2. Any pupil who is prevented from travelling for disciplinary reasons will not be entitled to a refund

INSURANCE AND INDEMNITY

In the case of school tours outside of Ireland, the Board of Management should not rely on the State Indemnity for insurance purposes. Appropriate travel insurance must be taken out to cover those embarking on the tour in considering applications/requests from teachers to bring students on an outdoor activities type tour e.g. Transition Year Group for orienteering, canoeing, hill walking etc. activities the Board should ensure:

REVIEW AND ASSESSMENT

A post-trip report should be written to include:

- A review of the educational benefit to students
- A financial statement
- Achievements and highlights
- Any difficulties/problems encountered during the tour