

Guidelines for School Tours

St Mac Dara's Community College



■ Approved by the Board of Management

■ Date: 29 March 2022

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Mission Statement

We, the community of this College, through a caring and collective approach, aspire to provide a broad-based education for all, to foster respect and dignity and to promote a safe and just environment by positively encouraging all to realise their potential.

School Tours - General Guidelines

Procedure for the organising of any group outing from College (including debating, theatre visits, educational trips etc.)

- Permission must be sought and obtained for all trips. This is done by discussing the date, cost, number of students, mode of transport, departure and return times with the Principal or Deputy Principal.
- The cost of the trip must be covered by those participating students.
- In drawing up a list of participants, attention must be given to the behaviour record of applicants. The Year Head, in consultation with the Principal or Deputy Principal, may refuse any student permission to go on an outing, for previous serious misbehaviour.
- Details of the outing must be provided to the parents/guardians prior to departure.
- Written permission from parents/guardians is required for all tours from school by students.
- Parents/guardians must be made fully aware that a student may be sent home at his/her own expense if the behaviour of the student warrants it.
- Students must receive clear instructions before leaving the College on an outing with regard to the Code of Behaviour.
- Smoking, possession of or consuming alcohol or any illegal substance is strictly forbidden on school tours. This should be stated clearly to all participants.
- A complete list of participating students must be given to the Principal or Deputy Principal.

- This list must be displayed in the staff room and in reception also.
- For local trips and where appropriate the wearing of the full school uniform may be required.
- Any relevant forms, such as parental/guardian consent, should be kept on file by the organising teacher.

Transition Year Tours:

Tours may be more frequent during Transition Year.

- All school rules apply as outlined above.
- Students may be given permission to wear their own attire/school tracksuit depending on the proposed activity.
- Some trips may be covered by the TY fund, others may need to be part-funded or fully funded by the students.
- Students may need to take public transport and are asked to always display respectful behaviour.
- On occasion students may be given permission to make their own way to and from an event. Parental permission will always be sought beforehand. On these occasions, full school rules apply and students will need to provide their own travel fees.
- Students must present a signed permission slip to the organising teacher.
- The list of students/staff attending will be posted in both the staffroom and reception.
- Transition Year tours will be a mix of recreational/cultural/educational events.

School Tours Abroad Information for Parents

It is College policy to organise tours for the benefit of students when this is deemed appropriate by the teaching staff, in consultation with the Principal. The College recognises the benefits of College tours to complement normal school work, for educational, social, cultural or sporting purposes.

Some tours are organised as part of the course to be followed in a subject area. Other tours are additional to the curriculum and are not deemed a core activity. Staff organise trips on a voluntary basis and students are asked not only to respect this but to ensure that their cooperation is at all times appreciative of the opportunity they are being afforded by their teachers.

School trips and tours are a privilege reserved for students who meet minimum standards of positive behaviour while at school. Students who do not meet minimum standards of positive behaviour, as decided by the Principal, may not be permitted to participate in school tours and trips. The Principal reserves the right to disallow a student from participation in a school trip if, in his/her opinion, the health or safety of the student or other students/teachers is at risk.

All school rules and all school policies apply while on school trips. The school has an “*in loco parentis*” responsibility for the students for the duration of the tour and all students are expected to adhere to the College Rules.

Students, who withdraw from a trip after a deposit, or full monies, has/have been paid, may not be entitled to a refund.

It is the responsibility of parents/guardians in conjunction with students to ensure that all documents necessary for travel abroad (e.g. passport, identity card, insurance, visa, E111) are up to date and in order. The school cannot take responsibility for a student whose personal documentation is not in order and who is prevented from travelling abroad as a result.

Parents/guardians will receive a written overview/itinerary of overnight trips and will be required to give written consent to their son/daughter taking part of the trip.

The health and safety of students and supervisors is a priority when organising and taking a school tour. Teachers taking any trip will exercise due care and will rely on the common sense and judgement of such teachers. Should medical treatment be necessary St Mac Dara’s Community College staff may administer basic first aid but parents are asked to authorise staff to seek appropriate medical attention should further treatment be required. If a student requires medical attention parents/guardians will be informed as soon as is practicable.

Students who have a medical condition, or who are on medication of any kind, should notify the teacher/s in charge of this and the medication being taken. E111 Cards should be available for all travelling and be presented to the teacher in charge for safe keeping.

Special dietary requirements should be noted in advance of the trip and while these will be provided for as far as is practicable; there may be occasions on which this is not possible.

St Mac Dara’s Community College will provide contact details for the tour leader in the event of parents needing to contact this person on the tour.

Students will be permitted to bring digital equipment on school trips at their own risk. However, the taking or sending of inappropriate images/content – unauthorised recording of staff or students, transfer of images of staff or students – or inappropriate use of social media will be considered as a serious disciplinary offence.

Students are prohibited from recording staff or students whilst on school trips. Students are prohibited from posting images of staff and students onto social media sites. The school website will be the official record of school trips and students have the facility of submitting digital images for inclusion on the official record.

The Board of Management will respond appropriately in cases of unauthorised recording or misuse of a digital device and will have the range of sanctions – including exclusion. In such cases the digital device will not be returned until the incident has been dealt with to the Board of Management's satisfaction.

Positive Behaviour on a School Tour

The school expects that all students traveling on an extended tour will display a level of maturity commensurate with their age. Students on trips, which involve an overnight stay in Ireland or abroad, will not be 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 should not permit their son/daughter to take part in such trips.

Students will be informed, prior to going on the trip that school rules apply on school trips. A student may be sent home, at the parents' expense, if the conduct of the student warrants it. In this event, a parent/guardian will come to collect the student or they will consent to the student travelling home alone.

- Students are asked to remember that they are ambassadors for their school at all times and should always behave in a manner which upholds the good name of the school particularly on occasions (e.g. shopping or recreation) which may not be directly supervised and/or while travelling by public or private transport.
- Behaviour of students in hotels and other overnight accommodation is expected to be appropriate and respectful of the fact that other members of the public are staying there. The other guests and accompanying teachers are entitled to a night's sleep. A complaint by hotel staff or other guests will be taken seriously and will be considered to negatively affect the good reputation of the school
- Students travelling are expected to participate in all activities arranged unless there is a valid medical reason supported by a Doctor's letter for their non-participation.
- The purchase or use of alcohol or other drugs is absolutely forbidden whether with parental consent/according to the laws of the country or not. Any student found to have such substances in their possession or to be under the influence of such substances will be sent home and could be expelled.
- It is expected that all students will have respect for and compliance with local customs and laws.

Essential Student Information

Please complete all sections:

Student's name: _____ Class: _____

Student's address:

Student's home phone number: _____

Parent/Guardian 1. – Mobile phone number: _____

Parent/Guardian 2. – Mobile phone number: _____

Name & Phone Number of other trusted person to be contacted if parent/guardian cannot be reached:

Student's family Doctor – Name and contact number:

Does your child suffer from any medical conditions (allergies to be included)?

YES

NO

If yes, please name the condition/identify the allergy:

Is your child on any medication? Please circle YES NO

If yes, please - CLEARLY IN BLOCK CAPITALS - name the medication and state how frequently s/he must take it.

Does your child have any special dietary requirements? YES NO

Details:

Is there any other information you consider important for the Tour leader to know?

I/we hereby give permission to staff to administer basic first aid and/or to seek other medical attention in the event that my son/daughter is thought to need it.

I understand that it is my responsibility to ensure my son/daughter has any medication s/he may need for the Tour(including additional medication in the event of delays)

Parent/Guardian Signature:

Date:

School Tour – Parental Consent Form

I the Parent/Guardian of _____ have:

- Provided the Tour leader with all medical information s/he needs regarding my son/daughter
- Provided any additional information the Tour leader may need in the interests of health/safety of my child and others on the tour

In addition I have been informed:

- of the proposed itinerary for the tour named above
- of the conditions under which my son/daughter is allowed to participate in the tour
- that there will not be direct supervision at all times
- of the rules applying to the tour
- that my son/daughter is expected to adhere to the rules otherwise s/he may be sent home at my expense
- that should my son or daughter be prevented from travelling for disciplinary or safety reasons I will not be entitled to a refund
- that in the event of a decision being made to sanction my son/daughter in any of the above situations I have the right to appeal the decision to the Board of Management at the first Board meeting organised following the Tour

I hereby consent to the participation of my son/daughter _____ in the tour named above, organised by St Mac Dara's Community College.

Parent/Guardian

Date

I _____ student of St Mac Dara's community College understand the conditions under which I will be allowed to participate in the school tour named above and undertake to fulfil all of the terms set out for it.

Student

Date

Teacher Information sheet for Board of Management

Please complete the following details for the Board of Management. Attached please see Circular M20/04 in relation to School Tours and an Important notice regarding foreign travel to destinations outside the state.

1. Name of Organising Teacher

2. Educational Purpose of the Tour & brief itinerary

3. Cost of Trip

4. Dates travelling

5. Name of Tour Company (Company **must** be fully bonded and provide full insurance)

6. Number of students travelling

7. Has parental permission been secured for each student who is to participate on the tour?

8. Number of Adults travelling

9. Any other information

Signed: _____ Date: _____

Tour Leader/Organiser

Signed: Desen Ward Principal. Date: 29/3/2022

Signed: Pamela Wiers Chairperson Board of Management. Date: 29/3/2022