

Ardcoil Mhuire

Mackney, Ballinasloe, Co. Galway.
H53CP40

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Ardcoil Mhuire App



School Tours Policy



Ardscoil Mhuire Ballinasloe Foreign Tours Policy

Rationale:

School tours provide educational opportunities which often cannot be provided in other ways. They provide students with cultural, educational and recreational opportunities outside the classroom in a variety of settings. School tours require careful planning and preparation if they are to be successful. They need to be conducted following clear guidelines. This policy has been drawn up in the context of Department of Education and Science Circular Letter M20/04 – Educational Tours by School Groups.

Definition:

A tour is defined as a trip which involves an overnight stay in a foreign country.

Goals:

1. To provide students with cultural, educational and recreational opportunities outside the classroom in a variety of settings.
2. To provide clear guidelines for students, parents and staff on the procedures to be followed in organising tours.
3. To provide clear guidelines as to the manner in which those taking part in a school tour are to conduct themselves before and during the trip.
4. To take into account the age and interest of the students and the curriculum being covered.

Guidelines:

1. A tour which takes place in the name of the school is under the authority of the school.
2. Before any arrangements are made to organise a tour, permission must be sought from the Board of Management.
3. The Board of Management before giving permission for the tour organisation to proceed must be assured that:
 - all school tours travelling outside of the Republic of Ireland must be booked through a bonded licensed travel agent or tour operator from the approved list on www.aviationreg.ie

- it is organised by an approved person or persons and that there is adequate staff supervision for the tour.
 - the tour has a management policy and structure.
 - all financial documentation will be maintained in accordance with best accounting practice.
 - the itinerary is suitable for the age and abilities of the students.
 - the timing of the tour is such that clashes with other school activities are kept to a minimum and ensures compliance with DES guidelines.
4. Members of a touring group will be selected from within the School by the teacher(s) in charge, and approved by the Principal.
 5. The school will not be in a position to bear the cost of a Special Assistant travelling with a student who may need such assistance.

Organisation prior to any school tour

1. Students are invited to a briefing session on the tour on offer. Minutes of all meetings and decisions taken are to be kept and given to the Principal.
2. Parents are requested to sign the consent form.
3. It is the responsibility of each student travelling to acquire their own Passport and European Health Insurance Card prior to departure.
4. If the number of students requesting to go on the tour exceeds the number of places available, there will be a selection process.

Selection Process

- i. Students are required to fill out an Application Form to apply for a place on the school tour.
- ii. Behaviour, attendance and participation in the Transition Year Programme are taken into account as part of the selection process. In order to ensure that teachers have a good knowledge of the students, management may insist that students have attended the school for a minimum of two years before going on a tour.
- iii. After relevant behavioural issues have been considered, names will be drawn at random from a hat by the tour leaders in the presence of the Principal and Year head.
- iv. The final decision regarding those attending will be at the discretion of the Management
- v. Students will forfeit a place on the tour if the TY fee has not been paid by the closing date.

5. Payments from students should be made directly to the travel agent or tour operator and not collected through the school.
6. Correspondence: Where other schools are involved, correspondence must go in the first instance to the Principal of that school and should bear the signature of the Principal of Ardscoil Mhuire.
7. Parents should be informed of school policy (given a copy) regarding tours in advance of any monies collected.
8. Once the tour details have been approved, a non-refundable deposit will be requested to secure a place on the tour. If student's behaviour is deemed unacceptable or unsafe in the interval between the payment of the deposit and before the tour takes place, they will forfeit their place on the tour and their deposit.
9. Students taking prescription drugs or medicine are to declare this to the staff member organising the tour prior to the commencement of the tour.
10. A basic first aid kit will be carried by the Tour leaders.

Behaviour

1. The Principal has the right to refuse permission to students to go on the tour.
2. Students going on tours shall be informed that consistent bad behaviour or individual major breaches of school rules may incur withdrawal from the tour without any liability to the school or the organiser for any loss incurred by this action. Parents and Principal will also be informed.
3. School rules apply at all times in respect of general behaviour and consumption of alcohol or drugs. Parents and students will read and sign the school tour contract.
4. The staff members in charge are responsible for enforcing school rules and taking appropriate action should these rules be breached.
5. Any student going on a school trip undertakes to obey staff members' instructions and to accept the decisions of the staff members in charge.
6. All those on ski trips should carry on their persons, when skiing, the name and address of their hotel, the names of Tour Leaders and the mobile number for the designated phone assigned for the trip.

Details of Tour

Parents/Guardians are sent the following information:

1. Details of the cost of the tour including methods and deadlines for payments. All payments are non-refundable.
2. Dates and times of departure and return (parents/guardians must meet their student on return).
3. Information concerning the need to be contactable by the Tour Organiser(s) for the duration of the Tour (i) for accident and emergency purposes and (ii) for reasons of serious misbehaviour that may result in their daughter being sent home. In such case all costs incurred shall be at the expense of the parent(s) who also have the responsibility for collecting her at the airport or other suitable venue.
4. Details of accommodation such as hotel or exchange family's name address and telephone number.
5. Names of Tour Leaders, other staff and other accompanying adults and an emergency contact number.
6. Standards of behaviour expected in respect of alcohol, smoking and general group discipline. Students taking part in activities on tour must adhere to appropriate safety guidelines e.g. wearing helmets
7. Details of insurance taken out for the group as a whole will be provided to Parents/Guardians. Parents/guardians can arrange for additional insurance cover if they so wish.

Information retained at the school

Full details of the tour should be available through the school while the tour is in progress. This should include:

1. the itinerary and contact phone number/address of the group.
2. a list of group members and their details.
3. contact names, addresses and phone numbers of the parents/guardians.
4. copies of parental consent forms.
5. copies of travel documents, insurance documents, medical papers.
6. a copy of the contract with the tour company/hotel etc.

It is the Principal's responsibility to ensure that this information is available at all times, particularly if the tour takes place when the school is closed.

Review:

This policy will be reviewed every two years.

This policy is to be read in conjunction with appendices 1, 2, 3

This policy was adopted by the Board of Management on:

Date: _____

Signed: _____

Appendix 1: Tour Template Details of School Tour
From circular m20/04

Details of School Tour		
Name of School	Address	Roll No.
Tour Dates		
From	To	Number of School Days
___/___/___	___/___/___	
Brief Outline of Tour		
Number of Students Participating	Total number of students in relevant grade	
If some students are not participating, outline the reasons why		
Expected benefit to accrue from the tour		

<p>Expected benefit to accrue from the tour</p>		
<p>Why is the tour deemed to be necessary</p>		
<p>Adults accompanying the students</p>		
<p>Class Teacher</p>	<p>Number of other teachers</p>	<p>Number of other adults</p>
<p>Confirmations</p>		
<p>That appropriate arrangements are made in accordance with <u>Circular PPT 01/03</u> for those classes whose teachers are absent with the tour</p>	<p>Yes:</p>	<p>No:</p>
<p>That adequate insurance is in place to cover all risks while on tour</p>	<p>Yes:</p>	<p>No:</p>
<p>That parental permission has been secured for each student who is to participate on the tour.</p>	<p>Yes:</p>	<p>No:</p>

<p>Signature of Principal:</p>	<p>Date:</p>
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Appendix 2: Tour Application Form

European Tour Application Form

How would you rate your behaviour? Give a reason for your answer

How would you rate your attendance? Give a reason for your answer

Passport Details

Name on Passport: _____

Date of Birth: _____

Passport number: _____

Expiry date: _____

Medical/ Dietary Conditions/Allergies etc.

Parent/ Guardian Contact Information

Name: _____

Number: _____

Please return permission slip, application form and € deposit in an envelope with your name to by .

Appendix 3 School Tour Contract

School Tour Contract

Student Name: _____

Tour Rules

1. I have been informed that consistent bad behaviour or individual major breaches of school rules may incur withdrawal from the tour without any liability to the school or the organiser for any loss incurred by this action. Parents and Principal will also be informed.
2. I understand that school rules apply at all times. I should not smoke, drink alcohol or take illegal drugs. In the event that the tour leader suspects that a student possesses items unsuitable, a search of bags/ rooms may be made. In such a case, students will be asked to empty contents themselves while a teacher(s) observes.
3. I am aware that I must obey staff members' instructions and accept the decisions of the staff members in charge.
4. I understand that as a parent(s)/ guardian I need to be contactable by tour organisers for the duration of the tour for (1) accident and emergency purposes and (2) for reasons of misbehaviour that may result in their daughter being sent home. In such case, all costs incurred shall be at the expense of the parent(s)/ guardian who also have the responsibility for collecting her at the airport or other suitable venue.
5. I understand that I am expected to behave in a mannerly and punctual way at all times, and expected to attend all organised activities and may not leave the tour group at any time unless agreed by the teachers.
6. I am aware that I am expected to treat everyone with respect. Fighting or abusive language will not be tolerated. I must show respect to all property over the school tour including the hotel property and the tour bus etc
7. I understand that company keeping of any nature (male or female) is strictly forbidden.
8. I understand that staff members in charge are responsible for enforcing school rules and taking appropriate action should these rules be breached

Signed:

Student: _____

Parent/Guardian: _____

Date: _____