

# **POLICY ON SCHOOL TOURS, TRIPS AND EXCHANGES**



**Mount Carmel Secondary School  
Kings Inns Street  
Dublin 1**

1. This policy applies to all members of school staff taking students from the school premises and is applicable to students participating in such activities. The Code of Behaviour applies to all students when engaging in activities organised by the school both during and outside of normal school hours and applies anywhere where students are identified as students at the school.
2. The organisation of school trips/tours along with activities outside of the classroom are an integral part of a holistic education. Such activities are seen as an extension of classroom activities and serve to significantly enrich both the academic curriculum and the social, cultural and personal development of those students participating in these activities.
3. The Department of Education (Circular Letter M 20/04) has devolved to the Board of Management the authorisation to grant approval for educational Tours/Trips both inside and outside the State subject to the following criteria:
  - *School tours should be an extension and reinforcement of classroom activities and should be designed to include the maximum number of students in a class. The tour should, accordingly, enhance the learning process of as many students as possible by providing educational experiences which the classroom alone cannot provide.*
  - *Tours should be planned, in consultation with parents, well in advance of tour dates and preferably before the start of the school year. The full cost of the tour should be communicated to parents at the planning stage.*
  - *By international standard, the school year in Ireland has long holiday periods. Educational tours of more than one day's duration should be arranged to coincide with normal school holidays.*
  - *Schools should ensure that adequate insurance cover is in place and that written parental approval is obtained for each student to take part in the tour.*
  - *The Board of Management must ensure that students who are not participating in the tour (including students from other classes who will be affected by their subject teacher's absence) are adequately catered for while their teachers are away on the tour. Schools should on all occasions consider the effect that the absence of accompanying teachers will have on the normal work in the school and numbers absent should be kept to the minimum level required.*

*Where school tours impinge upon the standard school year, the following guidelines are put forward as to the type of educational visit envisaged by the Department as acceptable for the purposes of regarding absence on such visits as school days:*

- *Educational visit involving an exchange of groups of students with another school*
- *Educational visit involving attendance at a course of instruction*
- *Educational visit involving active participation in a music or drama festival*
- *Educational visit to a conference or exhibition of clear educational value (e.g Young Scientist Exhibition, Higher Options etc)*
- *An educational visit should be appropriate to the age group/grade concerned*
- *Educational visits (inside or outside the State) involving significant linguistic or cultural benefit*

*This list is not exhaustive {Circular Letter M20/04}*

4. The Board of Management must approve all overnight Tours/Trips both within and outside of Ireland. The Principal may permit day trips/activities within Ireland without seeking the formal approval of the Board.

In granting approval, consideration will be given to:

- Conformity with the criteria in Circular Letter M20/04. (as above)
- The number of other proposed events to take place during the course of the year.
- The timing of the event and its effect on other school activities.
- Its implications for the normal teaching routine of the school.
- The suitability of travel and accommodation arrangements.

#### **Day Trips Activities within Ireland**

- Day Trips may take place during the school day or may extend beyond normal school hours.
- Staff wishing to take groups on a day trip must complete the proposal form and submit it to the Deputy Principal. SNAs may be required for students with care needs.
- When approval has been given, parents will be informed in writing (app) of the details of the trip. A general permission slip is signed by parents at registration each year which covers day trips from school for that year.
- Notice giving preliminary details of the trip will be provided to staff members by the organiser.
- The organiser should check with parents for any medical issues concerning the participants.
- The appropriate supervision for the classes of the teacher/s going on the trip and for the students going on the trip should be discussed with the Deputy Principal.
- It may be necessary for 4th, 5th and 6th year students to travel independently to and from day events. Parents will be advised by the organising teacher in advance of the trip.
- Junior cycle students may never travel independently.
- Where transportation has been organised, students, with the written permission of the parent, and the agreement of the organising teacher may leave the bus (or Dart/train) at designated stops on the return journey.
- Any behavioural incident occurring on a school trip or activity should be reported to the Deputy Principal and Year Head on return.
- An Accident Report Form must be completed for any accidents which occur during a trip. Such report forms are available in the General Office. The Principal and Deputy Principal should be informed.
- Students who have a history of inappropriate behaviour or poor attendance may be excluded from such Trips.

#### **Overnight trips within Ireland**

- Staff wishing to take groups on an overnight trip must complete the proposal form and submit it to the Principal and Deputy Principal in advance of the trip.

- When approval has been given, Parents should be informed in writing of the details of the trip.
- A notice giving preliminary details of the trip will be provided to all staff members by the organiser.
- The organiser should check with parents for any medical issues concerning the participants.
- The appropriate supervision for the classes of the teacher/s going on the trip and assigned work for the students affected by the absence of the teacher/s should be discussed with the Deputy Principal when the trip has been approved.
- Students, with the written permission of the parent and the agreement of the organising teacher, may leave the bus (or Dart/train) at designated stops on the return journey.
- Any behavioural incident occurring on a school trip or activity should be reported to the Year Head and Deputy Principal on return.
- An Accident Report Form must be completed for any accidents which occur during a trip. Such report forms are available in the General Office. The Deputy Principal should be Informed.
- Students who have a history of inappropriate behaviour or poor attendance may be excluded from such Trips.

### **Tours Outside of Ireland**

- Staff wishing to take students on a tour abroad must complete the tour proposal form and submit it to the principal. The request must be received before the end of May for the following academic year.
- All tours overseas must be organised through a bonded travel agency or tour operator from the approved list on [www.aviationreg.ie](http://www.aviationreg.ie).
- The number of students participating may vary depending on the nature of the tour and the staff/student ratio recommended by the Insurance company.
- If a tour is oversubscribed, the organiser should have clear procedures on how this will be dealt with in the tour proposal form.
- The initial letter to parents should contain a draft itinerary and a deadline for registering payment of a non-refundable deposit and a consent form.
- The organiser will factor into the budget an extra amount to cover the extras not accounted for in the basic cost. Surplus funds will be distributed among the participants on the tour when the tour is complete.
- Payments must be made directly to the travel agent or tour operator and not collected through the school.
- The income and expenditure for the tour should be provided to the Bursar.
- Parents will be advised of deadlines for the payment of the remainder of the tour fee. It is important that these deadlines are met.
- Parents are requested to sign a consent form and a Medical History Form.
- Details of accommodation, travel arrangements, personal items that the student needs to bring and guidelines for spending money will be sent to parents.
- Details of all documents required for travel should be included in the Tour details.

- Parents are responsible for ensuring that all documentation is correct.
- The organising teacher is responsible for ensuring that an adequate number of supervisors and SNAs are available for the tour. The teacher should have the mobile phone numbers of the participating students, which will be shredded/deleted following the trip.
- Students must adhere to the school's Code of Behaviour while on the tour and any breach will result in sanctions.
- An accident report form must be completed for any accidents that occur. Such forms are available in the general office. The principal should be informed of any serious illnesses or accidents.
- Students who have a history of poor behaviour and or attendance may be excluded from such tours.

## **8. Professional Responsibilities of the Staff**

Staff members are expected to adhere to:

- The school's Child Safeguarding Statement and all child protection protocols
- Our Code of Professional Conduct and Practice.
- Health and Safety Protocols

In addition, all supervisors are expected to exercise an appropriate duty of care to all students for the duration of the tour.

## **9. Contact Information**

The organising teacher will have the phone numbers of the Principal and Deputy Principal. The following information will be forwarded to the principal two weeks before departure:

- A list of all students and staff participating
- The itinerary to be followed with contact details of Hotels
- The emergency telephone number of the tour agent
- The mobile numbers of staff accompanying the students on the trip.

## **10. Review and Evaluation of the Policy**

This policy will be reviewed by the school management authority at the request of stakeholders, because of legislative changes or due to updated Department guidelines.

***Mount Carmel Secondary School***

**School Day Trip/ School Overnight Trip/ School Foreign Trip/Application Form**

(As required by DE Circular M 20/04) for approval by the Principal or Board of Management

1. Type of Trip/Tour (Please Tick)

Day Trip [    ]      Overnight Trip [    ]      Tour outside Ireland [    ]

2. Date of Departure\_\_\_\_\_ Date of Return\_\_\_\_\_

3. No of Days\_\_\_\_\_

4. Brief Outline of the trip/tour

---

---

---

---

---

5. Estimated cost per student \_\_\_\_\_

6. Total number of students participating \_\_\_\_\_

7. Year group/class \_\_\_\_\_

8. Names of teachers accompanying the students on the trip.

---

---

---

9. If some students are not participating, please give reason.

---

10. What are the eligibility criteria for participating in the trip?

---

11. How will over subscription for the trip be managed?

---

12. Why is the trip deemed necessary? (Benefits)

---

---

---

13. What arrangements have been put in place to ensure that Child Protection Guidelines are in place.

---

---

---

14. Any other information that the applicant feels is necessary that is not included in the above questions.

---

---

---

### 15. Confirmations

- That appropriate arrangements are made in accordance with circular PPT01/03 for those classes whose teachers are absent with the tour (Tour organiser should confirm this with Deputy Principal)

Yes \_\_\_\_\_ No \_\_\_\_\_

- That adequate insurance is in place to cover all risks while on tour

Yes \_\_\_\_\_ No \_\_\_\_\_

- That parental permission has been secured for each student who is to participate on the tour

Yes \_\_\_\_\_

No \_\_\_\_\_

Signature of the organising teacher \_\_\_\_\_

Signature of Principal \_\_\_\_\_

Signature of Chairperson of the Board of Management for overnight and Trips outside Ireland.

Name: \_\_\_\_\_

Date \_\_\_\_\_

***Mount Carmel Secondary School***

**SCHOOL TRIP NOTIFICATION FOR GENERAL STAFF NOTICEBOARD**

Date:

Times:

Destination:

Class(es) involved:

Names of Students Involved:




Teachers co-ordinating tour: \_\_\_\_\_ Mobile No: \_\_\_\_\_

\_\_\_\_\_ Mobile No: \_\_\_\_\_

Please leave one copy on the Staff Notice Board in the Staff Room and email a copy to the General Office and to Deputy Principal

***Mount Carmel Secondary School***

**[State Purpose of Trip]**

**Medical Screening Form**

Student Personal Information:

Name:	
Address:	
Date of Birth:	
Age	

**Contact Information:** (Please provide two contacts)

	Emergency Contact	Emergency Contact
Name:		
Relation:		
Contact No:		

**Remove if not relevant: [I/We consent to my/ our child using the hotel swimming pool facilities under the supervision of an accompanying teacher (pool is unsupervised by a lifeguard): Yes/ No]**

**Student Medical Information:**

Please read all of the questions carefully and answer giving additional information as required:

<b>Do you have any of the following medical conditions?</b>	<b>Yes</b>	<b>No</b>
Asthma		
Diabetes		
Epilepsy		
High/Low Blood Pressure		
Do you have any muscle or joint problems that are aggravated by physical activity?		
Do you have any heart or lung conditions that you are aware of?		
Are you currently on any type of medication? If so, what type and why:		
Have you had any type of surgery in the past 6 months? If so, please explain:		
Do you have any allergies? If yes, please explain:		
Do you have any specific dietary requirements? If so, please explain:		

**In the event of my child being taken ill or injured during the school trip from [State dates of trip] inclusive, I/We hereby authorise and direct and appoint any one of the supervising teachers as my/our solicitor for the purpose of giving consent to all and any forms of surgical or medical treatment (including anaesthetics) as they in their absolute direction see fit.**

**I/We hereby direct all hospitals and medical institutions to recognise the authority hereby granted.**

**I/We further authorise the supervising teachers to sign on my/our behalf, any written form of consent required for such medical or surgical treatment in the event of not being able to contact me/us within a reasonable time.**

**I confirm that all the above details are correct, and I consent to the school having these details for the duration of the school tour.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature : \_\_\_\_\_ Date: \_\_\_\_\_

**Letter of Authority – [State destination and year]**

To whom it may concern,

I \_\_\_\_\_ give the leaders [State names of all accompanying  
persons] permission to travel with my daughter \_\_\_\_\_ to [State  
City, Country and Date]. My daughter is a student in Mount Carmel Secondary school,  
King's Inns St. Dublin 1.

Signed,

\_\_\_\_\_  
(Parent/Guardian)

Name (Block Capitals): \_\_\_\_\_

Contact Number: \_\_\_\_\_

(Passport control coming back into Dublin will expect group leaders to have a letter of authority for each child signed by a parent or guardian giving permission for their child to travel on the school trip. It should include the Name of Child, Name of Parent, School, Dates of the tour, destination visited and parental contact information.)

**Template of document to be given to students before a trip: Adapt as necessary**

**Student Checklist**

- Passport
- School bag with school equipment (pens, notebook)
- Travel Journal
- Toiletries (hotel has shower gel/ shampoo/ towels and hairdryer in each room)
- SPF Sunscreen
- Continental adaptor

- Swimwear (optional)
- Walking shoes (for excursions to caves etc. + for professional school workshops)
- Flask for water
- Sunglasses
- Medical supplies (if needed)
- Phone charger
- Rain jacket
- Something warm for the cave (12 degrees)
- European Health Insurance Card (this is the student's own responsibility)

Bus Rules: Under French law, seatbelts must be worn at all times. No eating or drinking on the bus.

Hotel Rules: Swimming pool must not be used without explicit permission from accompanying teachers and only under supervision. Students to be in their own rooms by 10pm and lights out by 11pm.

*The Mount Carmel Code of Behaviour applies. Here are some key extracts:*

## **EXPECTED STANDARDS OF BEHAVIOUR**

The expected standards of behavior for all members of the school community are as follows:

- Respect for self and others
- Kindness and willingness to help others
- Courtesy and good manners
- Fairness
- Readiness to use respectful ways of resolving difficulties and conflict
- Forgiveness
- Attending school regularly and punctually
- Doing one's best in class
- Taking responsibility for one's work
- Keeping the rules
- Helping to create a safe, positive environment
- Respecting staff
- Respecting other students and their learning

## **SCHOOL RULES**

- Participating in school activities
- All students must adhere to the Code of Behaviour
- Fighting or engaging in any behavior that endangers oneself or others in school is considered a serious offence.
- Any behaviour pertaining to bullying will be dealt with as a serious offence according to our anti-bullying policy.

#### STUDENTS' PROPERTY

- Each student is responsible for their own personal property.

#### SUSPENSION

All suspensions are imposed by the Principal and notified to the Board of Management.

Automatic suspension ensues for smoking/vaping or the use of drugs or alcohol. This may be followed by further sanctions in the case of drugs or alcohol.

[In the case of the school tour, use of drugs/ alcohol or cigarettes/ vapes will result in students being sent home immediately – costs of this will be incurred by parents/guardians.]