



Scoil Mhuire, Trim



Policy for School Tours/Field Trips

Rationale:

The objective of an educational tour should be that it should provide a significant benefit in the educational, intellectual, cultural, and social development of the maximum number of students in the particular grade(s) taking part in the tour and which benefit cannot be provided by in school activities alone.

- School Tours/Trips are an integral part of school life. They enhance classroom learning and add to the social and personal development of the student. This is in line with the school mission statement that emphasises the important of the holistic development of each student.
- The curricular content of many subjects requires field trips/tours/outings to take place away from the school campus.
- All school tours/trips must as far as possible satisfy the criteria set out in the Department of Education Circular Letter M20/04.
- A policy is required to assist in the planning of school tours/trips and to state the necessary precautions that need to be observed to ensure the safety of all participants (staff and students).

Procedures for day tours/outings:

When it is intended to take a group of students out of school on a school tour/trip, visit to cinema / theatre, exhibition, concert, etc, please note the following procedure should be followed:

- Seek approval from Principal / Deputy Principal
- Outline details of the activity, time of departure and return time to management and students
- Written consent of parents / guardians must be recorded in the back of the student's journal for all trips.
- Submit the following details to school management in advance of any planned tour/trip on the school trip/extracurricular approval form.
 - Date of proposed tour/trip
 - Purpose of the school tour/trip
 - Details of itinerary / activities
 - Name(s) of accompanying teacher(s)
 - Transport arrangements
- Students who have a history of inappropriate behaviour may be excluded from day tours/trips.
- Parents / guardians must provide and submit relevant data about students with known medical dietary needs to the trip leader prior to the trip.
- Following serious illness of a student on tours/trips, parents/guardians must make themselves available to travel to the tour/trip destination in order to assume care and travel responsibilities of their daughter, e.g. hospitalisation of a student
- Student / teacher ratio is to be decided by school management.
- Trip leader will be supplied with a school mobile phone, first aid kit and if necessary, a defibrillator prior to departure of school trip.

Procedures for overnight trips/foreign tours:

- The tour co-ordinator must seek approval from the Board of Management submitting a draft itinerary, possible dates, approximate numbers, year group(s), approximate cost, educational benefits.
- Tours to take place during mid term breaks or school holidays with a maximum of 1 day of term subject to the approval of the Board of Management. Where school tours impinge upon the standard school year, the following are acceptable for the purposes of regarding absence on such visits as school days:
 - Educational visit involving an exchange 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 visits involving significant linguistic or cultural benefit to students.
- Student/teacher ratio is to be decided by school management.
- A foreign tour/trip must be organised through a bonded travel agency.
- A student may be excluded from the tour group if it is felt, based on previous misbehaviour, that bringing the student would be a liability or that teachers would be unable to accept responsibility for the possible consequences of the student's behaviour.
- Parents/guardians will be asked to sign the additional consent contract. (*see School Trip Parent - Guardian Consent Contract*)
- Parents/guardians and students will be issued with the following information in writing covering the following areas:
 - Details of itinerary / activities
 - Name(s) of accompanying teacher(s)
 - Accommodation
 - Recommended clothing
 - Recommended pocket money.
 - Transport arrangements
 - School Trip Parent Consent form for completion.
- Following serious illness of a student on tours/trips, parents/guardians must make themselves available to travel to the tour/trip destination in order to assume care and travel responsibilities of their daughter, e.g. hospitalisation of a student
- In the event of the serious illness of a student on tours/trips outside Ireland, teachers will act in loco parentis and will advise, and update parents of all decisions taken.
- The tour coordinator should have contact details of parents/guardians of all students participating in the tour/trip.
- The tour coordinator has record of mobile phone numbers of all students participating in the tour.
- The tour coordinator will be supplied with a contingency fund, school mobile phone and a first aid kit prior to departure of school tour/trip.

Procedure while on out of school hours activity:

- Decisions taken and rules enforced by teachers are made in loco parentis and in the best interest of the students and must be strictly adhered to.
- Normal school rules apply. Appropriate dress code is expected at all times.
- Parents / guardians and Principal / Deputy Principal will be informed immediately of any serious breach of school rules.
- Following a serious breach of school rules, students will have to make immediate contact with parents/guardians with teacher supervision to inform parents of this misconduct. Students may be withdrawn from tour/trip activities at the discretion of the trip leader. Subsequent sanctions may be given by school management following the trip.
- The following list of items may not be bought, purchased, used or consumed by students on any tour / overnight activity under any circumstances:
 - Alcohol
 - Cigarettes
 - Fireworks
 - Weapons of any description
 - Illegal substances
 - The use of drugs, which includes the use of inhalants or vaporisers, with the exception of certain OTC (over the counter) medication or prescribed drugs by a medical practitioner, are strictly forbidden on all school trips
- Parents / guardians must give the tour coordinator permission to obtain medical treatment for the student if required.
- Teachers will ensure regular meetings with students while on day / overnight tour/trips. Students will have a contact number for tour coordinator.
- During school tours/trips, students may be given some “free time”. During such time, students should always travel in groups (minimum 3). Students must treat their surroundings with the utmost respect and adhere to school rules.
- Corridors will be supervised at night until students are settled down.
- The tour coordinator and accompanying teachers reserve the right to amend any rule during the tour/trip as necessary.
- Appropriate agreed sanctions will be applied during or after the school tour/trip. Such sanctions will be applied within the school Code of Behaviour and with the full knowledge and support of the Board of Management.

Approved by the Board of Management: 9th May 2024

SCHOOL TRIP PARENT/GUARDIAN CONSENT CONTRACT

Student Name:	
Form Class:	
Location of Trip:	
Organising Teacher(s):	

I/we understand that Scoil Mhuire trip/outing will take place on the following date(s):

	Date	Time
Departure from school		
Arrival back at school		

- I / we understand the staff of Scoil Mhuire will be acting in loco parentis throughout this tour and that my daughter will obey their instructions at all times. I / we understand that my daughter’s behaviour in school in the lead up to the trip may have a bearing on her participation on the trip.
- I / we understand that it is my / our responsibility to ensure that my daughter is at the school on time and is collected from the school on time.
- All decisions made by staff of Scoil Mhuire are in the best interest of my/our daughter.
- Should my/our daughter infringe any of the rules of this tour which have been explained by the teachers and which she and I / we fully understand and accept, whether this infringement be of a minor or more serious nature, I / we accept whatever sanction may be imposed, including being sent home early and, should this situation arise, I / we will cover the cost of the ticket and any other transport necessary.
- I / we also understand that my/our daughter may be given some “free time” at some stage on the trip and that during this time, my/our daughter must obey all rules as explained to them.
- I / we have disclosed all medical and dietary information to the organising teachers.
- I / we have read and understood the Scoil Mhuire School Tour Policy.
- Sanctions, if necessary, as per Scoil Mhuire School Tour Policy.



Any dietary / medical information:	
Signature of Parent / Guardian 1:	
Signature of Parent / Guardian 2:	
Parent / Guardian Contact Number:	
Signature of Student:	
Date:	

<u>Additional Rules / Notes:</u>
