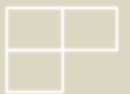


St. Colman's Community College, Midleton. School Tour Policy



School Tour Policy

Policy Statement

It is the policy of the Board of Management/Principal/Deputy Principals to encourage, where appropriate, extra-curricular and/or co-curricular activities which further the broader educational development of students.

Scope:

A School Tour is defined as any group travel involving at least one overnight stay or a day trip.

Rationale:

- The need for this policy has been high-lighted by staff, students and parents.
- It is necessary for health and safety for students on a tour.
- It is necessary for the school to function effectively as a school community and as part of the wider society.
- It will assist teachers a management in the planning and organization of tours.

Relationship to the School's Mission Statement

In the light of our Mission Statement this policy aims to establish and maintain effective procedures for school tour organisation and implementation:

- Which will foster an atmosphere that provides the best possible education for the students by introducing them to new people, places and cultures.
- Which will create a safe positive environment that nurtures respect and encourages our pupils to take responsibility for their own learning.

Goals/Objectives

In our school we strive to teach students both curriculum and life skills. School tours both enhance students' learning of curriculum topics and life skills.

Approval:

- The Tour Leader(s) must obtain permission from the Board of Management (BOM), Principal/Deputy Principal to take students on a school tour. A general outline of the tour, including travel dates, tour company details, travel insurance, the total tour price and the general tour itinerary, should accompany the request for permission. If possible permission should be sought from the earliest BOM meeting
- Prior to seeking permission, the Tour Leader(s) must enter into discussions with the Principal/Deputy Principal to ensure that the proposed tour dates do not impinge

upon the normal teaching routine of the school year.

- All school tours must conform to the criteria as set down in the Cork V.E.C School Tour Guidelines and Department of Education and Science circular M20/04 relating to Educational Tours by School Groups (inside and outside of the State).

Tour Team:

- A Tour Team, led by the Tour Leader(s) should be put in place as soon as possible. A reserve list is advisable in case a member of the team should subsequently be unable to travel,
- The Tour Team may come from different departments within the school structure. If a sufficient number of Team members are not available within the school, other adults wishing to travel may come from outside the school. Tour Team members may include: (a) Teaching Staff (b) Special Needs Assistants (c) Secretarial Staff (d) Caretaking Staff (e) Parents.
- The Tour Leader(s) should meet the full Tour Team at the outset so as to discuss individual duties.
- Ideally all members of the Tour Team should be involved in organising the tour i.e. taking up duties in one of the following areas:
 - Tour Finances – the Tour Leader or Deputy Leader
 - Passports – the Tour Leader or Deputy Leader – for reasons of privacy some students may obtain their own passports
 - E111 forms – any member of the Tour Team
 - The Tour Itinerary – cultural passes, internal tours – any member of the Tour Team
 - General needs – medical kit, home contact numbers, medical services, and contacts in area to be toured etc. – any member of Tour Team.

Tour Finances:

All income and expenditure related to the Tour should conform fully to the accounting practices of the school. The Tour Leader is responsible for the following Financial Procedures:

- Collect the money in installments, on specific dates. All money should be kept in the school safe, deposited there on a daily basis if necessary.
- Pay the deposit, other interim payments and the final payment to the tour company, by the various due dates.
- Keep in mind the economic position of students and ensure that a varied installment system can be implemented if problems arise during the period of payment.
- The monies due should be paid if possible, using the Way2Pay system, however in exceptional circumstances where students are not be in a position to pay using the online system monies can be taken in cash and then deposited into the school tours account. (As November 2017 the school tour code is SO100) A receipt should be issued by whoever takes the cash payment.

Notice to Parents:

- Once permission has been granted by the BOM the parents/guardians of the selected group/year/class should receive a circular outlining the general nature of the proposed tour. In as far as possible all the students in the target group should receive the circular on the same day.
- The circular should specify;
 - The objectives of the tour.
 - The itinerary and duration of the tour.
 - The full costs involved and the method of payment (deadlines etc.).
 - Information regarding insurance and indemnity.
 - The general rules of behaviour to be observed.
 - That the numbers may be limited and a deposit is required to secure a place.

(These places will be awarded on a first come, first served basis on a designated date and time to ensure fairness. **Disciplinary records may be taken into account as to tour participation.**)

Parents should also be made aware, through the circular, of their duty to inform the school of any relevant Health or Safety issues which might affect their children while on tour. The signed consent/permission of parents/guardians and students is an essential pre-requisite for the participation of any student on the tour.

Before Departure:

Preferably in the week before departure, a meeting of all students going on the Tour should be held. Where possible all staff travelling should attend this meeting.

Students / parents should be given the following:

- A detailed itinerary – dates, times, locations, hotels, addresses, contact phone numbers etc.
- Advice on a reasonable daily allowance - in the currency of the country to be visited for each student to bring
- Advice to students as to how best students can safeguard their money when on tour.
- Remind students that their passports are their responsibility while on tour.
- Remind students of the school rules and behaviour while on tour.

Medication:

- Where a student requires constant or regular medication specific written details must be given to the Tour Leader. Parents/guardians may request a private meeting to inform the Tour Leader about the illness and the manner in which the medication should be administered.
- The Tour Leader should establish if a non-medical person can administer the medication.
- Each parent/guardian must inform the tour leader, if the medical condition of a student travelling requires contact numbers, allergies or medication to be taken. It is the responsibility of parents/guardians to ensure that a student has medication sufficient to last the entire Tour.
- In the event of a medical emergency/dental emergency while on Tour it may be necessary for a member of the Tour Team to act in loco parentis. The following agreement should be issued to all parents/guardians and must be signed prior to the tour.

E.g. we, the tour leaders (named below) will act on medical advice presented to us if in the event of an accident or emergency where it is not possible to contact parents, guardians or next of kin either by phone or due to time considerations.

Before the tour leaves parents/guardians must specify in writing the person/s they wish the Tour Leaders to contact in the event of parents/guardians being unavailable. In the event of emergency parents/guardians will always be contacted first.

Contact Information:

The Tour Leader must ensure that complete contact information is left on file in the school office, available for use in the event of an emergency.

The list should include:

- Names, addresses and home contact numbers of all those going on the
- Tour. Full details of the itinerary, hotel addresses, phone numbers etc.
- A contact number, day or night, for the Tour Leader(s).

On Tour Supervision:

Prior to leaving each teacher should be assigned a small number of students and be known to the students as their Group Leader. If possible these groups should remain unchanged throughout the tour. It is the responsibility of each Group Leader to:

- Call his/her group together at specific times in busy areas (bus depots, airports etc.) Count the group members on and off planes, ships, trains, buses etc.
- Arrange specific meeting points and times to meet students when on day tours (city landmarks, cafes, ski slopes etc.)

Teachers or accompanying adults should have a Supervision Rota for use in the various types of overnight accommodation used. Students should be made aware that corridors are being supervised.

The Tour Leader should:

- Ensure nightly corridor supervision.
- Ensure that all accommodations are checked on arrival and on departure by the supervising adults. This is to speed up the return of any deposit taken by the hotel on arrival.
- Ensure teachers are on corridor duty as required.

It is not recommended that personnel other than current school staff are engaged in chaperoning or supervising students in their overnight accommodation although in certain instances this may be necessary.

Student Code of Behaviour:

The Code of Behaviour is to be observed by all students. The Code itself should be positive and consistent with the objectives of the Tour.

The Principal/Deputy Principal will meet with the students prior to departure and outline the Code of Behaviour as follows:

- Students must adhere to the school rules at all times where they are applicable.
- Students must adhere to the Tour dress code as set down by the Tour Leader.
- Students must follow the rules of the hotel, hostel or other type of

- accommodation where they are staying.
- Students must be well behaved on public and/or private transport while on tour.
- Students are responsible for leaving seats on all forms of transport in a tidy condition. Students are responsible for leaving their bedrooms tidy.
- Students are responsible for their own property, passports and money.

The Tour Team should check all rooms before students have access to them and make a note of any damage done prior to their arrival. Vacated rooms should also be checked for damage.

Sanctions on Tour:

Should a student be guilty of minor misbehaviour, the incident should be dealt with in a swift and firm manner and a verbal warning may be all that is needed. The Tour Leader, in consultation with the other supervising team, may however feel that specific sanctions are required such as:

- The student missing out on a specific tour activity. This student or students must be supervised at all times.

If a sanction is being imposed it must be made clear to the student why it is being imposed. A student prevented from attending an activity must be supervised by a teaching member of the Tour Team for the duration of the activity. Further sanctions may be imposed when the student returns to school e.g. the student may be banned from involvement in future Tours.

Examples of 'serious misbehaviour' include:

- Use/possession of alcohol.
- Use/possession of illegal substances (drugs etc.)
- Misuse of legal substances (lighter fluid etc.)
- Disruptive behaviour on coach, plane, boat or in the hotel/hostel. Lack of respect for accommodation rules.
- Lack of respect for Tour Team or any other supervising adults.
- Theft or criminal damage to property of others.
- Serious problems with punctuality etc.

Where a student is guilty of 'serious misbehaviour' the Tour Team may decide to phone the student's parents/guardians to provide them with details of the incident/s.

In ongoing and extreme cases of dangerous and/or gross misbehaviour a student may be sent home.

In the event of this happening, the parents/guardians will be informed and if necessary a teacher will travel home with the offending student at the parent's expense.

In the case of a serious/criminal incident (shop lifting, a violent attack etc.) the parents/guardians will be informed immediately and the matter will be handed over to the

local police authorities.

Incidents of serious misbehaviour must be reported to the Principal/Deputy Principal on return to school.

Reporting Back to BOM/Principal/Deputy Principal:

At the next Board of Management meeting following the Tour party's return, the Tour Team should provide the school management with a general report outlining:

- A brief written report detailing achievements/success of the Tour.
- Details of any incidents which required the imposition of sanctions while on Tour.
- An assessment of the School Tour Policy and suggestions for ways to improve or strengthen it prior to future School Tours.

Policy Completed November 2017

Policy Ratified by Board of Management

Date of Implementation

Signed Francis O' Rourke Date 28/11/17

Chairperson of the Board of Management

Appendix 1

School Tour and Exchange Documents

Specific documents relating to tour details will be sent to parents along with the following documents.

- 1. Letter to Parents**
- 2. Student Information**
- 3. Medical Information**
- 4. Parent/Guardian Information**
- 5. Required Travel Documents**

Dear Parent/Guardian,

I am writing to you with a few pieces of information. Firstly, we are delighted that your son/daughter has chosen to go on the Manchester Trip for 2017.

At this point, we would like to reiterate once again that, St. Colman's Community College will have absolute discretion as to which students will be allowed to go on this trip. Any incident(s) that occur between now and the trip, in relation to the student's work, attendance and behavior could result in removal from the trip. Removal from the trip could lead to a financial loss on your account, of any monies that have been paid.

Below is a checklist of forms and required documents. Please take the time to fill these forms out in detail and return as soon as possible. All forms and documents need to be returned in full before we depart. All monies need to be paid in full before we depart also.

The school phone will be taken on the trip, this will be accessible at all times for the **duration of the trip only**. I ask that all students store this number on their phone so they have it for the duration on the trip.

School Trip Phone No

Many thanks in advance for your help in organising all this information. Please do not hesitate to contact us on 021- 4631696 should you have any queries on any matter.

Kind Regards,

Leader Name here

Checklist

Forms	Completed
1. Student Information	
2. Medical/Allergy/Emergency Information	
3. Parent/Guardian Information	
4. Permission to travel	
Documents	
1. Passport/Birth Certificate	

1. Student Information

Student Name	
Date of Birth	
Please note any details you feel may be important	

2. Medical Information/Allergies

It is important that we are informed of any illness or medical condition that your child might be suffering from e.g. asthma, migraine, epilepsy, kidney infection, diabetes, eye or ear infections etc. Please note that it is inadvisable to allow him/her travel if they have been unwell recently.

Details of any Prescribed Medication

If relevant, please attach prescription and if possible a duplicate pack be given to one of the teachers.

Details of Allergies and associated medication

In Case of Emergency

I authorize all medical and surgical treatment, X-ray, anesthesia and any other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This

waiver applies only in the event that parent/guardian cannot be reached in the case of an emergency.

Student's Name: _____

Parent/ Guardian Signature: _____

Date: _____

Permission to Give Student Paracetamol

I authorize the accompanying teacher to give my child paracetamol if necessary.

Student's Name: _____

Parent/ Guardian Signature: _____

Date: _____

3. Parent/Guardian Information

<u>Parent/ Guardian 1</u>	Please complete in detail
Name	
Contact Telephone Number	
Email address	

<u>Parent/ Guardian 2</u>	Please complete in detail
Name	
Contact Telephone Number	
Email address	

PLEASE NOTE: *Information about the exchange will be communicated via email. Please provide a working email address for at least one Parent/Guardian.*

4. Required Travel Documents

Student Passport or Birth Certificate

Please bring your passport/birth certificate to school so we can make a copy or supply us with a copy.

Permission to Travel

I give permission for my child to travel on the Manchester Trip. I release St Colman's Community College and accompanying teachers from liability in case of accident during activities related to the Trip as long as normal safety procedures have been taken.

Student's Name: _____

Parent/ Guardian Signature: _____

Date: _____

Student Application- German Exchange Programme 20__/__

St. Colman’s Community College, Midleton – Oskar von Miller Gymnasium, München

Name: _____

Date of Birth: _____

Name (as on Passport): _____

Home

Address:

Current Class Teacher (**and 3rd Year Class Teacher for TY students**):

Please complete the following in English

- 1. Why do you want to take part in the German Exchange Programme?**
- 2. What do you hope to gain/learn from it?**
- 3. What would you want to show your exchange partner about Ireland and Irish life?**

Signed: _____

Forms

1. Student Information

Student Name (as appears on Passport)	
Home Address (where exchange partner will be staying)	
Date of Birth	
Wiling to host a ... (Please circle)	male/female/male or female
Special Dietary Considerations (e.g. vegetarian)	
Please note any details you feel may be important <i>e.g. have you dogs/animals?</i> <i>etc.</i>	

Please circle which dates

would suit you best? (i.e.

would you prefer not to host

a student over St. Patrick's

Day)

This will ultimately be

decided by our partner

school, but we may be able

to suggest dates.