

# School Tours Policy

## Loreto Secondary School



### Review Dates

Stakeholder	Date	Draft/review/ratified
Staff		
Parents		
Student Council		
BOM		

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Chairperson of BOM)

**Due for next review on** \_\_\_\_\_

**Definition:**

A School Tour is defined as any group travel involving at least one overnight stay or a day trip which has been organised by the school.

**Policy Statement:**

It is the policy of the Board of Management/Principal/Deputy Principal to encourage, where appropriate, extra-curricular and/or co-curricular activities which further the broader educational development of students, in keeping with our core values of respect, responsibility and kindness.

All policies are subject to review.

**Approval:**

1. The Tour Leader(s) must obtain permission from the Board of Management (BOM) 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 September BOM meeting.

See Appendix 1

2. 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. In addition, the viewpoint of the parents would be gathered through the Parents Council.
3. All school tours must conform to the criteria as set down in the Department of Education and Science circular M20/04 relating to Educational Tours by School Groups (inside and outside of the State).  
[https://www.fssu.ie/app/uploads/2017/07/Circular\\_M20\\_04.pdf](https://www.fssu.ie/app/uploads/2017/07/Circular_M20_04.pdf)
4. Proper insurance cover must be in place.
5. A licenced tour operator must be used.

**Tour Team:**

1. 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.

2. 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, taking up duties in one of the following areas.

(a) Tour Finances – the Tour Leader

(b) Passport - any member of the Tour Team

(c) European Health Insurance Card (EHIC) – any member of the Tour Team

(d) The Tour Itinerary – cultural passes, internal tours – any member of the Tour Team

(e) General needs: home contact numbers, medical services' contacts in area to be toured etc. – any member of Tour Team.

### **Tour Finances:**

1. All finances will adhere to procedures advised by the JMB, Loreto Trust and BOM.
2. 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](http://www.aviationreg.ie) and Payments from students should be made directly to the travel agent or tour operator and not collected through the school. Where it is not possible for payments to be made directly to the travel agent the Aviation Regulator has confirmed that a school is in compliance with relevant legislation where cheques made out to the bonded travel operator are collected by the school. These cheques can be forwarded to the bonded tour operator by the school. The school must store the tour cheques in the school safe until they are forwarded to the travel operator. It is important to note that these cheques must be made payable to the bonded tour operator, not to the school.
3. Many tour operators and travel agents can accept payments electronically or by cheque and cash. The tour leader will work closely with the tour operators in establishing

procedures to ensure the school retains full control of the tour.

4. The School is free to select any of the bonded tour operators from the approved list on [www.aviationreg.ie](http://www.aviationreg.ie)
5. The BOM acknowledge and appreciate teachers giving up their personal time to facilitate a school tour.

#### **Parents:**

1. 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.
2. 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 school's Code of Behaviour will be observed and any behaviour that contravenes these rules will warrant an appropriate sanction
  - ♦ If the numbers are limited and a deposit is required to secure a place.
3. 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.
4. It is the parents'/guardians' responsibility to ensure their child's passport has enough validity to enter the country required. Some airlines and countries require at least six months passport validity AFTER the date of return to Ireland. It is strictly the parents'/guardians' responsibility to ensure that their child meets the required criteria for entry to the country concerned in terms of passport, visa and documentation. Students travelling on non-Irish passports may be required to submit extra documentation depending on the countries' entry requirements.
5. It is parents' responsibility to collect their daughter at the nominated time and place once the school tour has ended.
6. A student who has a history of inappropriate behaviour may be excluded from such tours.
7. The signed consent/permission of parents/guardians is an essential pre- requisite

for the participation of any student on the tour. Please see Appendix 2.

8. If a tour is oversubscribed, places will be allocated on a first come first serve basis.
9. In the case of the Transition Year European Trip, the Transition year fee must be fully paid before a deposit for a place on the European tour can be taken.
10. Teachers will be responsible for allocating rooms to students.
11. Students will be allocated rooms by the tour leader.
12. It is advisable in the week before an international tour departure, a meeting of the parents of all students going on the Tour should be held. Where possible all students and staff travelling should attend this meeting as well. The following information should be given to parents at this meeting:
  - a) A detailed itinerary – dates, times, locations, hotels, addresses, contact phone numbers etc.
  - b) Advice on a reasonable daily allowance, in the currency of the country to visited, for each student to bring.
  - c) Outline of acceptable behaviour and expectations of students travelling; as teachers are *in loco parentis* for the duration of the outing and are responsible for the health and safety of all students, tour leaders will decide the most appropriate sanction if misbehaviour is exhibited during the trip.
  - d) Advice to students, in the presence of parents, as to how best students can safeguard their money when on Tour.

Should a parent/guardian find themselves unable to attend this meeting they must contact the School/Tour Leader/Tour Member to gather the above information.

Parents should provide the Tour Leader with written information on the form provided about the student/s medical background. Please see Appendix 2.

1. 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 at another time to inform the Tour Leader about the illness and the manner in which the medication should be administered.
2. The Tour Leader should establish if a non-medical person can administer the

medication.

3. Each parent/guardian must fill in a form which includes medical history, contact numbers, allergies and medication to be taken. It is the responsibility of parents/guardians to ensure that a student has medication sufficient to last the entire Tour.
4. In the event of a medical emergency/dental emergency while on Tour the Tour leader will try to ensure parents are contacted as soon as possible. In such an event it may be necessary for a member of the Tour Team to seek and act on medical advice
5. The Medical Agreement, Appendix 2 should be issued to all parents/guardians and must be signed prior to the tour.

### **Contact Information:**

The Tour Leader must ensure that complete contact information is left on file in the Office, available for use in the event of an emergency. The list should include:

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

### **On Tour Supervision:**

Prior to leaving each Tour Team Member 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:

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

The Tour Leader should place Tour Team Members on a Supervision rota for use in the

various types of overnight accommodation used. Students should be made aware that corridors are being supervised. Parents/Guardians should understand that once the supervising teacher is satisfied that the occupants of each room are present and correct the teachers will retire to their own room. Students are expected to stay in their designated room for the duration of the night. Teachers will be available during the night if a student requires assistance.

### **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 and with the age and level of maturity of the students involved.

The Principal/Deputy Principal, Tour Leader and accompanying teachers will meet with the students prior to departure and outline expectations as follows:

- 1) Students must adhere to the school rules and convey our core values at all times where they are applicable.
- 2) Students must follow the rules of the hotel, hostel or other type of accommodation where they are staying.
- 3) The students should check all rooms on arrival and make note of any damage. 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 may however feel that specific sanctions are required. Parents/Guardians and Student must sign the Rules Consent form. Please see Appendix 3.

If a sanction is being imposed it must be made clear to the student why it is being imposed. Further sanctions may be imposed when the student returns to school in line with our code of behaviour.

Where a student is involved in a breach of the code of behaviour the Tour Leader may decide to phone the student's parents/guardians to provide them with details of the incident/s.

In on-going and extreme cases of breaches of the code of behaviour a student may be sent home.

In the event of this happening, the parents/guardians will be informed and if necessary arrangements made for the student to travel home in line with Child Protection Guidelines. Parents/ Guardians will be responsible for any incurring costs.

**Reporting Back to BOM/Principal:**

Within two weeks of the Tour party's return, the Tour Leader should provide the BOM/Principal with a general, written report outlining:

The report should outline –

1. Date of the tour/trip
2. Number of students participating
3. Number of adults (teachers/non-teachers) accompanied the students
4. Achievements of the tour
5. Financial summary of the tour
6. Any difficulties/problems which arose during the tour
7. An assessment of the School Tour Policy and suggestions for ways to improve or strengthen it prior to future School Tours.



## Appendix 1: Tour Template

Details of School Tour		
Name of School	Address	Roll Number
Tour Dates		
From	To	Number of school days
<div style="display: flex; justify-content: space-around;"> <div>__/__/__</div> <div>__/__/__</div> </div>		
<p style="text-align: center;">Brief outline of Tour</p>		
Number of Students Participating	Total number of students in relevant grade	
<p style="text-align: center;">If some students are not participating, outline the reasons why</p>		

Expected benefit to accrue from the tour		
Why is the tour deemed to be necessary		
Adults accompanying the students		
Class Teacher	Number of other teachers	Number of other Adults
That appropriate arrangements are made in accordance with Circular PPT 01/03 for those classes whose teachers are absent with the tour	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 Principal	Date:
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Loreto Secondary School  
Fermoy  
Co. Cork  
025 32124  
[www.loretofermoy.ie](http://www.loretofermoy.ie)

## Appendix 2

### THIS DECLARATION TO BE SIGNED BY PARENT/GUARDIAN

1. "I/We agree to the participation of \_\_\_\_\_ (student name) at present attending Loreto Secondary School in the tours/schemes organised by the school".
2. We have read a copy of the School Tours Policy and agree to comply with same.
3. "I/We consent to medical treatment deemed necessary being administered during the course of the tour".
4. We understand that in the event of a medical emergency/dental emergency the Tour Team will do its best to contact me/us but may have to seek and act on medical advice.
5. "I/We understand that the school's rules/regulations pertaining to such contentious issues as smoking, drug related offences and alcohol consumption apply equally to all students on the school tours".

Signature: \_\_\_\_\_  
(Parent/Guardian)

Date: \_\_\_\_\_



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## **Appendix 2**

### **Tour Medical Form**

Name of Student: \_\_\_\_\_

Medical Condition/Allergy \_\_\_\_\_

Brief description of condition

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Medicine that is allowed to be consumed and amount:

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Permission to administer Medicine by Tour Team Member:

Yes

☐

No

☐

Parent/Guardian signature:

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Date:

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### **Appendix 3**

## **Loreto Secondary School**

### **Rules Consent Form**

My daughter and I have read the rules for the school tour. I agree to allow her to participate on this tour and be bound by these rules and the school rules.

I accept the right of the Tour Leaders to discipline my daughter in the case of a breach of the rules and to investigate any incident that may arise. I authorise the Tour Leaders to act on my behalf for the duration of the tour.

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## Appendix 4

### Passport information

A copy of your child's passport is required, please attach to these documents and sign below. The passport must be in date **for 6 months after** the tour so please ensure this is the case and state the expiry date below.

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

Passport Expiry Date: \_\_\_\_\_