



## **School Trip/Tour Policy**

### **Mission/Aim**

Holy Rosary College is committed to the holistic development and the achievement of the full potential of each student. The opportunity to travel provides students with a valuable opportunity to appreciate the Arts/Culture/Music etc of different cultures and countries in a safe and supervised environment.

### **Rationale for the Policy**

To comply with Departmental Guidelines and for the protection and enjoyment of all personnel travelling. To provide a framework for the organising and the conducting of school tours and Foreign Tours.

### **Objectives**

1. To inform the whole school community with regard to procedures and guidelines in place for conducting a foreign tour.
2. To inform the whole school community with regard to procedures and guidelines in place for conducting a day trip/tour.
3. To have in place procedures for dealing with any issue of indiscipline or with instances of substance use or misuse during the tour.

School Tours/trips are a privilege for students of Holy Rosary College. At all times throughout such trips students are representing their school, community and family and should conduct themselves in an appropriate manner. Manners, proper dress (including school uniform unless otherwise stated) and mature conduct are demanded. All students and their parents/guardians must review the rules and expectations listed below. No student will be allowed to participate on a school trip without a signed copy (by student and parent) of the Foreign School Tour and Overnight Trip Permission/Rules acceptance Form, which must be on file prior to the trip. Rules are for the benefit of everyone going on tour. Our intentions would always be to protect the rights of both the students and teachers and others involved in the outing, not obstruct them. Anyone misbehaving is needlessly interfering with the smooth running of the tour for everyone and possibly jeopardising future tours.

### **A. General**

The Code of Behaviour and all associated school policies apply at all times for the duration of the trip- irrespective of whether they occur in/outside school times and in/outside school term dates. The use of alcohol or drugs not prescribed by a physician are prohibited and students shall not have such items on their possession (any student who must use prescription medication must inform the relevant school authorities before the trip). The possession or use of paracetamol /Panadol is also not allowed without prior parental/teacher permission. At all times students are expected to show proper courtesy, co-operation and respect for the teaching staff and must be willing to abide by their directions. Equally students must show courtesy and respect for their guides, host- families and students/ staff from other schools if relevant. In case of illness/injury parents will be informed. Student must provide two home-phone or mobile contact numbers before embarking on the trip. Students must bring a mobile- phone, with appropriate levels of call credit (if necessary) on the trip. However as mobiles can be an unwelcome distraction students will only be permitted to use them at designated times by the teaching staff.

### **B. Accommodation (For overnight Tours/Trips)**

Students shall be held liable for any damage or loss of property at all times while on the trip. Hostel/Hotel rooms should be kept locked at all times and windows are not to be opened unless instructed to do so. Strangers are not to be admitted to any room. Large sums of money should not be left unattended in rooms. There are to be no mixed groups in any rooms i.e. there are to be no boys in girl's rooms or vice versa. Any meeting of mixed groups will take place in the lobby or some other place designated by the teaching staff. Students should be in their room by curfew, which will be

announced each night, no exception will be made unless in an emergency. Students may not leave their room after this time.

By agreeing to these rules, students accept the right of the teaching staff to conduct a search of student's luggage/belongings or inspect a student's room at any time where the teaching staff feels such entry or search is necessary. This search should be completed with two or more staff present or with a number of students present where a second teacher is not available. Students are not allowed leave the hotel/ accommodation/family home without permission from the appropriate authority.

### **C. Exchanges**

Students on family exchange should abide by the normal expectations of the host family. Students on exchange will report daily to a designated teacher where they should inform him/her of any concerns or problems that they may have encountered. Out of courtesy to the host family no disruptive noises will be permitted including loud music. Students on family exchange will be given an emergency teacher contact number in the event of an unforeseen incident requiring immediate attention. Exchange trips/tour collection points and meeting times will be confirmed by the teacher in advance. The purpose of foreign exchange is to enhance the cultural experience of the student in that country/region. Therefore students are encouraged to actively engage in any cultural or linguistic activity that may enable learning.

Any activities organised for the students in the evenings should be attended by the host parents and the teachers accompanying the students.

By agreeing to these rules, students accept the right of the teaching staff to conduct a search of student's luggage/belongings or inspect a student's room at any time where the teaching staff feels such entry or search is necessary. Students are not allowed leave the hotel/ accommodation/family home without permission from the appropriate authority.

### **D. Overnight Trip/Foreign Tour activities**

On trips with overnight stays students must co-operate in attending morning and afternoon activities (where relevant) because of the expense and value of such trips no students will be excused from a day trip unless it is due to illness. Due to the tight schedule requirement of the buses, students must co-operate with the driver or teaching staff in order to ensure arrival and departure schedule at all times during the trip.

### **E. Day Trips from the school**

A teacher in Holy Rosary College may organise a trip from the school for a class group, year group or a select group of students. Where the trip is part of the curriculum students must attend the trip.

If the trip is extra-curricular students are encouraged to take part on the trip. However If a student's behaviour or attendance deteriorates after he/she is offered a place on the trip, the student may be prevented from going on the tour without the refund of monies paid.

### **F. Consequences**

All students are bound by the disciplinary procedure of the school's code of behaviour. Any student who fails to comply with the preceding rules and regulations or who fail to co-operate with the teaching staff may be:

- Restricted for the rest of the trip.
- Sent home. Transport will be arranged and parents notified of the student's departure and return times. The parents/guardians of the student involved will be responsible for any extra expense in such cases.
- Suspended from all extra-curricular activities for the remainder of the school year.
- Suspended or expelled from the school subject to the application of the school code of behaviour.
- In the event of an illegal act, the Garda/Police will be notified as appropriate.

## **Foreign Tours-guidelines**

1. Foreign Tours will generally be offered to Senior Students preferably those in Transition Year Programme and Leaving Cert year 1, and Travel will be organised with a bonded tour operator as laid down in Department guidelines.
2. Where demand for places exceeds supply students will be allocated places by means of a lottery. All remaining students who do not secure a place but have expressed an interest in travelling will be placed on a reserve list in the order in which they are drawn. In the event of a cancellation places will be offered to students on the list beginning with the first one drawn and following the order of the list.
3. The attendance and behaviour of the student before the trip is announced will be a factor in deciding if the student should be allowed go on the tour.
4. If a student's behaviour or attendance deteriorates after he/she is offered a place on the tour, the student may be prevented from going on the tour without the refund of monies paid.
5. Any teacher interested in travelling on the foreign tour will be invited by a notice in the staffroom/by email or at a staff meeting to volunteer. Once teachers have indicated that they wish to travel, it is at the discretion of the Principal as to which teachers can travel on the tour.
6. Students secure their place on the foreign tour by means of a deposit. This deposit is non-refundable unless the travel company refunds the deposit directly.
7. A meeting of the parents/guardians of all students intending to travel on a foreign tour will be held prior to date of departure in order to discuss – itinerary travel arrangements, conditions of travel etc.
8. A spirit of co-operation and agreement must prevail throughout the tour.
9. All students travelling must follow the instructions of accompanying teachers.
10. The consumption of alcohol is forbidden as is the consumption of illegal/banned drugs throughout the entire tour. Smoking is forbidden. The procedures for dealing with instances of same can be found in the schools' Substance misuse Policy.
11. Parents/Guardians and Students must complete and sign the School Tour and Trip Permission slip and Rules Acceptance Form
12. Tours will take place where possible out of term time to safe guard tuition time.
13. Parents cannot take the place of teachers on the trip.

## **Overnight Tours/Trips/Activities (within Ireland)-guidelines**

1. Where demand for places exceeds supply students will be allocated places by means of a lottery. All remaining students who do not secure a place but have expressed an interest in travelling will be placed on a reserve list in the order in which they are drawn. In the event of a cancellation places will be offered to students on the list beginning with the first one drawn and following the order of the list.
2. Any teacher interested in travelling on the tour will be invited at a staff meeting to volunteer. Once teachers have indicated that they wish to travel, it is at the discretion of the Principal as to which teachers can travel on the tour.
3. Students secure their place on the tour by means of a deposit. This deposit is non-refundable unless the travel company refunds the deposit directly.
4. The attendance and behaviour of the student before the trip is announced will be a factor in deciding if the student should be allowed go on the tour.
5. If a student's behaviour or attendance deteriorates after he/she is offered a place on the tour, the student may be prevented from going on the tour without the refund of monies paid.
6. A meeting of the parents/guardians of all students intending to travel on a tour will be held prior to date of departure in order to discuss – itinerary travel arrangements, conditions of travel etc.
7. A spirit of co-operation and agreement must prevail throughout the tour.
8. All students travelling must follow the instructions of accompanying teachers.
9. The consumption of alcohol is forbidden as is the consumption of illegal/banned drugs throughout the entire tour. Smoking is forbidden.
10. Parents/Guardians and Students must complete and sign the School Tour and Trip Permission slip and Rules Acceptance Form
11. Parents cannot take the place of teachers on the trip.

### **Day Trips- guidelines**

1. When a day trip is organised for a class/year group all students in that class/year group are expected to attend.
2. Full school uniform is expected to be worn by all students unless otherwise stated.
3. A spirit of co-operation and agreement must prevail throughout the tour.
4. Normal school rules apply during the trip.
5. All students travelling must follow the instructions of accompanying teacher(s).
6. Parents/Guardians and Students must complete and sign the School Tour and Trip Permission slip and Rules Acceptance Form

### **Roles and Responsibilities-Foreign Tours**

1. On a voluntary basis an individual teacher or a number of teachers may decide with the consent of the Board of Management to organise a foreign tour. If so this individual or group of individuals will take responsibility for:
  - a. Allocating places (according to the procedures laid down)
  - b. Liaising with the bonded tour company
  - c. Organise that all monies be paid directly to the tour company
  - d. Communicating with parents
  - e. Organising a meeting with parents and students prior to travel
  - f. Organising travel arrangements to and from the airports
2. Collecting and filing all relevant documentation-including the School Tour and Trip Permission slip and Rules Acceptance Form.
3. All accompanying teachers are responsible for the safety and welfare of the pupils while they are in their care. A rota for night-time supervision is to be drawn up before the tour starts. A minimum of two teachers should be on the rota per night.
4. The Principal is responsible for dealing with students who seriously breach the agreed discipline procedure while on foreign tour.
5. It is the responsibility of the student to pay for any damage that may result from their action.

### **Roles and Responsibilities-Overnight Tours/trips/activities-**

1. On a voluntary basis an individual teacher or a number of teachers may decide with the consent of the Board of Management to organise a foreign tour. If so this individual or group of individuals will take responsibility for:
  - a) Allocating places (according to the procedures laid down)
  - b) Liaising with the accommodation providers and activity providers
  - c) Collecting all relevant monies
  - d) Communicating with parents
  - e) Organising a meeting with parents and students prior to travel-if necessary
2. Collecting and filing all relevant documentation-including the School Tour and Trip Permission slip and Rules Acceptance Form
3. All accompanying teachers are responsible for the safety and welfare of the pupils while they are in their care. A rota for night-time supervision is to be drawn up before the tour starts. A minimum of two teachers should be on the rota per night.
4. The Principal is responsible for dealing with students who seriously breach the agreed discipline procedure while on foreign tour.
5. It is the responsibility of the student to pay for any damage that may result from their action.

### **Roles and Responsibilities-Day Trips**

1. On a voluntary basis an individual teacher or a number of teachers may decide with the consent of the Board of Management to organise a day trip. If so this individual or group of individuals will take responsibility for:
  - a) Allocating places (according to the procedures laid down)
  - b) Liaising with the bus company-(i) get a quote from bus company (ii) inform the deputy principal
  - c) Liaising with the venue/company providing the activity to the school
  - d) Collecting all relevant monies
  - e) Communicating with parents

- f) Collecting and filing all relevant documentation-including the School Tour and Trip Permission slip and Rules Acceptance Form.
  - g) Note the trip in the Activities book along with the names of teachers travelling on the trip and the substitution cover requirements (times) for the teachers.
2. All accompanying teachers are responsible for the safety and welfare of the pupils while they are in their care.
  3. The Principal is responsible for dealing with students who seriously breach the agreed discipline procedure while on the trip.
  4. It is the responsibility of the student to pay for any damage that may result from their action.

## **Section 5 : Review**

The policy will be evaluated and reviewed at the conclusion of each Foreign Tour.



**School Tour and Trip Permission slip and Rules Acceptance Form**

**Tour Details: (to be completed by the teacher(s) organising the trip before issuing to students)**

**Destination:** \_\_\_\_\_

**Group involved:** \_\_\_\_\_

**Co- Coordinator(s):** \_\_\_\_\_

**Date(s) of trip:** \_\_\_\_\_

**Time departing school:** \_\_\_\_\_

**Time returning to the school: (approx)** \_\_\_\_\_

**Additional Information:**

**1. Please list any prescribed medication your son/ daughter needs to bring on this trip and outline its dosage (amount/number of times per day etc).**

\_\_\_\_\_  
\_\_\_\_\_

**2. Please include any illness /condition your son/daughter suffers from that may affect them on this trip.**

**Condition:** \_\_\_\_\_

**Explain its effect:** \_\_\_\_\_

**3. Dietary Requirements:** \_\_\_\_\_

\_\_\_\_\_

**4. Please supply the following contact numbers in the event of an emergency:**

**Parental Contact Number 1** \_\_\_\_\_ **Parental Contact Number 2** \_\_\_\_\_

**Students own mobile contact Number** \_\_\_\_\_

By signing this page you give permission for your son/daughter to attend, and that you accept the rules, sanctions and conditions of the school Trip/Tour Policy.

**Student Name:** \_\_\_\_\_ (print)

**Students Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_