

POLICY ON SCHOOL TOURS ABROAD



Purpose of tours abroad:

- To enhance the learning process by providing educational experiences which cannot be provided in a classroom.
- That such trips can be both educationally beneficial and enjoyable for all parties involved.
- To ensure that all members of the school community, staff, pupils and parents/guardians will clearly understand their rights and responsibilities while on such trips.
- To ensure that all parties involved can return home safe and well.

Before the tour:

- The prior approval of the Board of Management is a necessary requirement.
- 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. Every effort should be made to ensure that the cost involved does not prevent any pupil or group of pupils from participating in the tour.
- The school should ensure that adequate insurance cover is in place and that written parental approval is obtained for each pupil to take part in the tour.
- As the number of places is usually limited, places will be filled on a first-come, first-served basis.
- The payment of a deposit or the full cost does not constitute a contract, as a severe breach of the school's code of discipline may result in a pupil being banned from travelling on the tour.
- The tour will be self financing, i.e. it will not involve the expenditure of public monies

- There is an obligation on the pupil/teacher to have a valid passport. A pupil/teacher who does not have a valid passport will not be permitted to travel.
- If the trip is to a member state(s) of the EU, the pupil/teacher is obliged to have European Health Insurance Card, (previously E111 form). This card entitles the pupil/teacher to free medical attention in the member state.
- Any illnesses, allergies, dietary or medication requirements must be notified in good time to the Tour Organiser.
- The detailed itinerary, including contact telephone numbers will be circulated to the travelling party well in advance of departure.
- The accompanying teachers and the school authorities are committed to ensuring that the tour will be a memorable event for all participants and the full cooperation of everybody is required for this.

While on tour

- The school must ensure that pupils who are not participating on the tour are adequately catered for while their teachers are away on the tour. Appropriate arrangements should be made for the conduct of those teachers classes in accordance with Circular Letter PPT01/03
- The teachers travelling with the group are *in loco parentis* for the duration of the tour i.e. from the time that pupils assemble at the pick up point on Day 1 until the pupil is returned to the care of his/her parents/guardians at the end. This means that the teachers have the rights and responsibilities of a prudent parent.
- School regulations regarding behaviour, discipline, etc. apply at all stages of the tour.
- Should a student behave in a manner inconsistent with the school rules he/she will not be allowed to take part in the activities or excursions planned and will remain at the hotel/ on the bus under the supervision of a teacher. Should such an incident arise no money will be refunded for activities missed.

- In the event of gross misconduct by a student that threatens to jeopardise the health and safety of another pupil or tour leader, the student will be sent home on the next available flight at his/her own expense. The student will be met at the airport by a parent or guardian.
- The good name of school and country must be promoted at all times.
- The consumption of alcoholic drink, even by pupils legally entitled to drink, is absolutely forbidden.
- There will be no romantic “pairing off” by couples on the tour. Room curfews must be obeyed.
- There will be no indulgence in, or cultivation of romantic relationships with other parties, such as hotel staff or other guests, during the tour.
- Members of the travelling party must remember that they are visitors to another country and that the customs and culture of that country must be respected.

On returning home:

- A full report on the tour shall be presented to a subsequent meeting of the Board of Management.