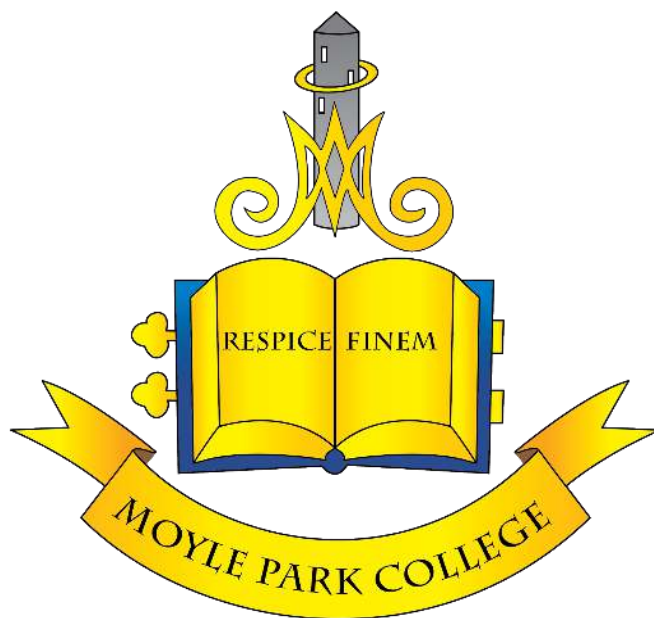


Moyle Park College



School Tour Policy

Tours and Out of School Activities Policy

Introduction

Moyle Park Colleges' tours and out of school activities policy aims to foster a sense of self-esteem, honesty and respect among students who travel on tours. The aim is to allow students to benefit from healthy, enjoyable and educational activities, while also engaging in a cultural experience. The policy follows the mission statement of the school in that tours and other out of school activities develop the personal potential of the student.

Rationale

The following guidelines should be adhered to, to ensure the safety of all participants in tours and out of school activities and to promote the success of any such activities. When it is intended to take a group of students out of school on a school trip, visits to cinema/theatre, exhibitions and foreign trips etc. please note the following procedures should be followed. This is particularly important in the case of overnight and overseas trips. **The discipline record of a student will be taken into consideration in securing a place on a tour or out of school activity.**

Check list for tour organiser(s) of overnight and overseas Tours

1. Seek the approval from the Principal and or Deputy Principal using the relevant forms. Any overseas trips will require the approval of the Board of Management
2. Get the written consent of parents/guardians. Filed for record purposes.
3. Get contact details of parents/guardians of any students participating in the tour.
4. For all overseas tours, the tour organiser should organise a meeting of all parents/guardians to outline the tour policy and events.
5. All outstanding medical issues have to be relayed to the Tour Organiser at this meeting/ or a meeting arranged privately.
6. These details are then forwarded to the Insurance section of the tour Company.
7. It is paramount that parents relay all existing medical issues to the Tour Organiser at this stage as this may have implications/ or may negate the Insurance cover.
8. It is the Parents/ Guardians responsibility to ensure that students have the relevant VISA requirements to travel.
9. All students travelling overseas are required to have an up to date E1 11 Form.
10. It is essential that the name of the Student travelling matches the name on the Passport.
11. Outline details of the activity, time of departure and student and teacher details travelling on the trip to management in advance of the Trip.
12. Check relevant data from students with known medical/dietary needs immediately prior to departure.
13. Adhere to the pupil/teacher ratio, in order to maintain adequate standards of supervision.
14. It is essential that all documentation is checked and rechecked prior to departure.
15. Where possible, a risk assessment will be carried out prior to departure.
16. All documentation relating to Insurance cover is checked prior to departure.
17. A written report must be submitted to the Principal for the attention of the Principal within a week of their return.

Check List for Tour Organiser of day trips

1. Seek the approval from the Principal and or Deputy Principal using the relevant forms.
2. Get the written consent of parents/guardians. Filed for record purposes.
3. Get contact details of parents/guardians of any students participating in the tour.
4. All outstanding medical issues have to be relayed to the Tour Organiser in advance of the trip.
5. Adhere to the pupil/teacher ratio, in order to maintain adequate standards of supervision.
6. Staff are notified of the trip prior to departure.

Submit the following details to school management/ office in advance of any planned day trip/ overnight activity;

1. List of participating students – *please note the following* – **students who have paid the student administration charge will be given first preference in the allocation of tour places.**
2. Address and phone numbers of venue
3. Details of activity/itinerary
4. Name(s) of accompanying teacher(s)
5. Transport arrangements
6. Relevant data from students with known medical/dietary needs
7. The contact details of parents/guardians of participating students
8. Contact details of the teachers.

Procedures while on school based activities/ overnight out of school activities

- Normal school rules apply and students are required to follow the School's Code of Behaviour.
- Students are reminded that they are representing the school and therefore should behave appropriately.
- Students should adhere to the authority of the teachers in charge.
- Teachers will act in loco parentis and all students are expected to follow their instructions.
- The code of Behaviour in Moyle Park College should be considered in the context of the school being a community. All students are asked to respect themselves, each other and others and their environment.
- Parents will be informed immediately of any serious incidents of misbehaviour.
- Following gross misconduct students may be sent home at parents' expense
- The following list of items may not be brought on, purchased or consumed by students on a tour/overnight activity/trip:
 - Alcohol
 - Cigarettes
 - Illegal substances
 - Fireworks
 - Weapons (penknives etc.)
 - Exotic Animals
 - This list is not exhaustive.

- It is important for tour organisers to meet frequently with students while on day/overnight trips.
- Appropriate sanctions will be applied during or after school tour, overnight trip etc. Such sanctions will be applied within the school Code of Behaviour.
- Students are required to conform to all elements of the Policy on school tours.

Re: Students with Medical Issues

- It is paramount that parents relay all existing medical issues to the Tour Organiser prior to departure as this may have implications/ or may negate the Insurance cover.
- In the case of serious medical concerns, it is essential that parents/ guardians meet the tour organiser in advance of the trip and outline the medical requirements in writing.
- Parents must give tour organiser permission to obtain/ administer medical treatment for the student if required.
- Where medication needs to be administered to a student, parents must outline in writing the details of the medication required, the dosage and this will be supervised by a designated teacher.

Financial Guidelines for School Tour Activity (as per JMB Guidelines,)

- At least two teachers should be involved in the financial administration of a school tour. This is an important protection for all concerned where money is collected from students.
- All payments are made directly to the Tour Operator/ company.
- Cheques must be made payable to **the relevant Tour Operator**
- Separate financial records should be maintained for each school tour.
- A detailed record of all participating students and the amounts paid should be retained.
- Parents should be informed as early as possible of the full cost associated with the tour. Written permission should be received from the parents of all tour participants and a receipt for all monies paid should be issued. • Proper and full insurance cover must be in place for all school tours. This insurance is included in the cost of the overall package. All tour companies are fully bonded.

This policy is subject to periodic review by the Board of Management