

Árdscoil na Tríonoide –International School Tour Policy



Introduction

Árdscoil na Tríonóide is a Catholic Voluntary Secondary School resulting from the amalgamation of Scoil Eoin, Christian Brothers Secondary School and Scoil Mhuire Mercy Secondary School.

Árdscoil na Tríonóide is under the trusteeship of CEIST (Catholic Education – an Irish Schools Trust). This school is inspired by the educational vision of the Venerable Catherine McAuley and Blessed Edmund Ignatius Rice.

The central purpose of the Árdscoil na Tríonóide school community is the religious, moral, intellectual, physical and social education of the student and we seek to create an atmosphere of Christian care and concern in which the student can grow to maturity and strive towards excellence in all respects. The school fully subscribes to the principles of partnership, accountability, transparency, inclusion, and respect for diversity, parental choice and equality.

Árdscoil na Tríonóide advocates, and will develop, a strong sense of social justice. It is intended that the experience of education in this school will be happy and creative with every participant fulfilling their own potential in a safe and caring environment.

Ardscóil na Tríonóide is a Health Promoting School and is cognisant of the central role the school plays in supporting and promoting students' learning about wellbeing and for wellbeing. (Guidelines for Wellbeing in Junior Cycle 2017)

In Ardscóil na Tríonóide we endeavour to provide learning opportunities to enhance the physical, mental, emotional and social wellbeing of students. This enables students to build life skills and develop a strong sense of connectedness to their school and to their community.

Ardscóil na Tríonóide also takes into account the Children First Act, 2015, the updated Children First: National Guidance for the Protection and Welfare of Children published in 2017 and the Child Protection Procedures for Primary and Post-Primary Schools 2017 published by the Department of Education and Skills.

The trustees of Árdscoil na Tríonóide are committed to the successful implementation of education legislation, in particular the Education Act (1998), the Education (Welfare) Act 2000, the Equal Status Act 2000 and the Education for Persons with Special Educational Needs Act 2004.

Árdscoil na Tríonóide is grant aided by the Department of Education and Science. In addition, it receives extra funds from various fundraising activities.

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Introductory 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.

Rationale

The need for this policy has been high-lighted by management, staff, students and parents.

It is necessary for health and safety for students on a tour.

It will assist teachers a management in the planning and organization of tours.

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.

Policy Content

This section is in six parts.

1. 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.
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 and. A School Tour should be arranged to coincide with normal school holiday periods.
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.
4. All tours must be organized using a licensed tour operator or travel agent.
5. Proper full insurance cover must be in place.

2. Tour Team:

A Tour Team, led by the Tour Leader(s) should be put in place as soon as possible. This team should be chosen by the Board of Management.

The tour team may come from different departments in the school. If a sufficient number of team members are not available within the school, then the Board of Management will reconsider the tour.

3. Tour Finances

1. All monies for the tour must be paid directly to the tour operator or travel agent.
2. Parents should be informed as early as possible of the full cost associated with the tour.
3. Pay the deposit, other interim payments and the final payment to the tour company, by the various due dates.
4. When on tour the Tour Leader should keep receipts of all money spent.
5. Any deficit or borrowing to support a school tour must be avoided at all costs and only with the consent of the Principal.

4. Notice to Parents:

Once permission has been granted by the BOM the parents/guardians of the selected group/year/class should receive a letter/email outlining the general nature of the proposed tour.

The letter/email 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.
- If the numbers are limited and if a deposit is required to secure a place.
- The signed consent/permission of parents/guardians is an essential pre-requisite for the participation of any student on the tour.

Parents:

In the weeks before departure, a meeting of the parents of all students going on the Tour should be held. Parents should be made aware of the importance of attending this meeting for the health and safety of their child and for the overall success of the trip. Where possible all students and staff travelling should attend this meeting as well. The following information should be given to parents at this meeting:

1. A detailed itinerary – dates, times, locations, hotels, addresses, contact phone numbers etc.
2. Advice on a reasonable daily allowance, in the currency of the country to be visited, for each student to bring.
3. Advice to students, in the presence of parents, as to how best students can safeguard their money when on Tour.

Parents will be issued a form at this meeting with regard to medical information/health and safety issues. Parents should provide the Tour Leader with the following information:

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 give details of 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. Parents should also inform the school of any relevant Health or Safety issues which might affect their children while on tour.

5. 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 at the meeting and must be signed prior to the tour.

“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.

5. While on 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(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. 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 teachers on 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:

1. Draw up a rota for nightly corridor supervision.
2. Draw up a rota for calling students each morning.

3. Ensure teachers on rota are on corridor duty until 1am/2am or as required.
All supervision of students must meet Child Protection Guidelines.

Student Code of Behaviour:

The School Code of Behaviour is to be observed by all students unless otherwise instructed by the Tour Leader.

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

1. Students must adhere to the school rules at all times where they are applicable.
2. Students must adhere to the Tour dress code as set down by the Tour Leader.
3. Students must follow the rules of the hotel, hostel or other type of accommodation where they are staying.
4. Students must be well behaved on public and/or private transport while on tour.
5. Students are responsible for leaving seats on all forms of transport in a tidy condition.
6. Students are responsible for leaving their bedroom's tidy.

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 misbehavior, 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 such as:

1. The student missing a half-day's activities
2. The student missing out on a specific activity e.g. bowling.
3. The student missing an evening activity

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 at least two members 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:

1. Use/possession of alcohol.
2. Use/possession of illegal substances (drugs etc.)
3. Use/possession of cigarettes.
4. Misuse of legal substances (lighter fluid, tippex etc.)
5. Disruptive behaviour on coach, plane, boat or in the hotel/hostel.
6. Lack of respect for accommodation rules.
7. Lack of respect for Tour Team or any other supervising adults.
8. Theft or criminal damage to property of others.

Where a student is guilty of 'serious misbehaviour' 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 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 arrangements made for the offending student to travel home in line with Child Protection Guidelines at the expense of the parent.

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 immediately to the Principal/Deputy Principal.

6. Post Tour Responsibilities 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: 1. The achievements/success of the Tour. 2. Details of any incidents which required the imposition of sanctions while on Tour. 3. An assessment of the School Tour Policy and suggestions for ways to improve or strengthen it prior to future School Tours.

7. Roles and Responsibilities

All members of staff will be responsible for the implementation of the policy.

8. Links with other school policies

This policy must be read in conjunction with the school's current policies and any other policies as they are developed. This policy is particularly related to Child Protection Policy and the Code of Behaviour.

9. Monitoring, Review and Evaluation

Under the direction of the Principal the policy will be monitored by the committee which drew it up.

10. Ratification and Communication

This policy will be ratified by the Board of Management.

It will be made available to parents.

It will be published in the Staff booklet for current staff and a copy of this booklet will be given to new teachers coming into the school.

It will be published on the school's website.

11. Implementation Date

This policy will come into effect after being signed by the Board of Management

Signed.

Vincent Gorman

Date...7th Feb.

2017

