

Boherbue Comprehensive School

School Tours Policy

Rationale:

School Tours and class trips provide educational opportunities, which often cannot be provided in other ways. Tours provide students with the opportunities to work together in a group preparing for the tour and to live and work together during the tour. School tours require careful planning and preparation if they are to be successful. They need to be conducted following clear guidelines. Some examples of tours are cultural language tours to mainland Europe as well as sports and class trips within Ireland. This policy has been drawn up in the context of Department of Education and Science *Circular Letter M 20/04 – Educational Tours by School Groups*.

Purposes:

1. To provide students with cultural, educational, and recreational opportunities outside the classroom in a variety of settings.
2. To provide clear guidelines for students, parents and staff on the procedures to be followed in organising tours.
3. To provide clear guidelines as to the manner in which those taking part in a school tour are to conduct themselves.

Guidelines:

1. A tour which takes place in the name of the school is under the control of the school.
2. Before any move is made to organise a tour, permission to begin organising must be sought from the Board of Management.
3. The Board of Management before giving permission for the tour organisation to proceed must be assured that:
 - It is staffed by an approved person and that there are adequate teaching staff for the tour.
 - The tour has a management policy and structure.
 - The finances will be well managed.
 - The itinerary is a suitable one for the age and abilities of the students.
 - The timing of the tour is such that clashes with other school activities are kept to a minimum and ensures compliance with DES guidelines.

4. Members of a touring group will be selected from within the School by the teacher(s) in charge, and approved by the Principal.
5. Organisation:
 - a) Meetings: prior to any foreign / out of state tour parents and pupils are to be invited to a briefing session in the school. Minutes of all meetings and decisions taken are to be kept and given to the Principal.
 - b) Prior to any overnight tour within the state parents are requested to sign the attached consent form.
 - c) Normal rules apply for any student going on day trips / matches etc.
 - d) Management: There shall be a management committee comprising of the Principal, group leader and participating staff.
 - e) Finance: all accounts are to be administered within the school. Payments of accounts must be approved by the committee. A final report must be presented to the Board of Management at the conclusion of the tour.
 - f) Correspondence: Where other schools are involved correspondence must go in the first instance to the Principal of that school and should bear the signature of the Principal of Boherbue Comprehensive School.
6. School rules apply at all times in respect of general behaviour, consumption of alcohol or drugs and relationships with staff. Parents and students will read and sign the school's Drug and Alcohol Code of Behaviour.
7. Students taking drugs or medicine on prescription are to declare this to the staff member organising the tour prior to the commencement of the tour.
8. The staff members in charge are responsible for applying school rules and taking appropriate action when these rules are breached.
9. Any student going on a school trip undertakes to obey staff members' instructions and to accept the decisions of the staff member in charge.
10. Should the teacher in charge decide that a student's behaviour is such that the student must leave the tour, the cost is to be paid for by the student's parents/guardians.

This School Tours Policy was ratified by the Board of Management of Boherbue Comprehensive School on 29/01/2007.

Notice to Parents

School Tours – Boherbue Comprehensive School

1. Any tour which takes place in the name of the school is under the control of the school. Members of a touring group will be selected by the teacher(s) in charge and approved of by the Principal.
2. School rules apply at all times in respect of general behaviour, consumption of alcohol or drugs and relationships with staff. Parents will read the school's Drug and Alcohol Policy and discuss it with their child to ensure that it is understood. If a student is billeted, it is the student's responsibility to inform their host parents of this policy, in the event that drugs or alcohol are made available to them.
3. The staff member(s) in charge are responsible for applying school rules and taking appropriate action when the rules are breached.
4. Any student agreeing to go on a school trip undertakes to obey staff members' instructions and accept the decisions of the staff member in charge.
5. Should the teacher in charge decide that a student's behaviour is such that the student must leave the tour, the cost of transporting the student back to school is to be paid for by the student's parents/guardians.

S .Ó Céilleachair, Príomhoide.

I have read and understand the above rules pertaining to school trips.

Signed: _____
Student

Signed: _____
Parent/Guardian.