School Trips Policy



Coláiste Cholmcille 2022/2023

Mission Statement of Coláiste Cholmcille

Coláiste Cholmcille is a community which respects the individual's rights and self-worth and aims to provide a happy and safe environment in which the individual may achieve her/his spiritual, academic and personal potential in order to develop all positive aspects of the individual and the community. Our Characteristic Spirit document states:

"The school is a caring and welcoming one, endeavouring to promote a culture of good relationships where people thrive and grow".

The core values of Coláiste Cholmcille are respect, fairness and personal growth. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach their full potential in a calm, caring and creative environment.

Respect refers to the consideration shown towards a person or object based on their abilities, qualities, achievements, or inherent worth. It involves acknowledging and valuing the rights, feelings, and perspectives of others. Respect is crucial in CCBS because it nurtures a positive and inclusive environment, fosters healthy relationships, and contributes to the overall personal and social development of all stakeholders.

Fairness refers to the quality of making judgments that are free from discrimination, favoritism, and bias. It involves treating all individuals equitably, recognising their rights, and providing equal opportunities. It is grounded in principles of equality, transparency, and impartiality and is essential in CCBS because it builds trust, encourages positive behavior, enhances motivation, and develops ethical values. By fostering a fair environment, we can ensure that all stakeholders can succeed and thrive.

Personal Growth refers to the ongoing process of developing and improving oneself through experiences, learning, and self-reflection. It involves enhancing various aspects of one's life, including emotional, intellectual, and social capabilities. Personal growth is about striving to reach one's full potential, fostering self-awareness, and continually seeking to be a better version of oneself and is a core value at CCBS because it enhances self-awareness, encourages lifelong learning, builds resilience, improves emotional intelligence, fosters independence, boosts achievement, promotes positive relationships, supports a positive school culture, and prepares students for future success.

Introduction and Aims of this Policy

Coláiste Cholmcille is committed to incorporating educational visits into its curriculum, providing that they will enhance students' relevant understanding and experience and are seen as a valuable addition to the regular school experience. They should promote the mission statement of the school and form an integral part of a student's journey through

school. Such activities may include attendance at sporting events, visits to appropriate exhibitions, conferences, longer-term educational tours either in Ireland or abroad. The aim of school trips is to provide an educational, cultural, social and personal experience for everyone involved.

Educational trips and visits provide an excellent opportunity for the personal growth and development of students. They can have a positive effect on students' self-esteem and can significantly improve many skills including their ability to work with others, using their initiative, powers of investigation and improved understanding of their surroundings. Educational visits provide rich experiences that cannot be created in school and many students will cherish them for a long time to come.

The organisation, particularly of school tours, requires a significant investment of staff time and energy. There are considerable implications in relation to the health and safety of pupils and the application of the school's Code of Behaviour in an out-of-school context.

Objectives of the Policy

- That the health, safety and welfare of our students is safeguarded by ensuring that reasonable care has been taken in the nature of the trip chosen, the level of supervision provided, the venue, the means of transportation, the demands on the physical resources of the students, having regard to their age and capacity, and the dangers to which they may be exposed.

- That staff are aware that the degree of care required of them should be that of a "careful parent" which would vary with the circumstances and the age of the students.

- That students gain maximum educational benefit and enjoyment from all tours/outings.

Scope of School Trips Policy

The term 'school trip' covers all expeditions off the school premises. This policy is to be implemented by all members of staff who organize such trips and is applicable to all students - and their parents/guardians - who are participating in these activities.

The Code of Behaviour of Coláiste Cholmcille applies to all students of Coláiste Cholmcille, and relates to all school activities both during and outside of normal school hours; it applies both on and off the school grounds and anywhere students are clearly identified or identifiable as students of the school. The Code of Behaviour, therefore, in all its detail applies to all outings and trips, whether or not they involve an overnight stay.

Rationale for School Trips and the need for a Relevant Policy

- Coláiste Cholmcille exists to provide an effective education service to all its students and is committed to the education, in the broadest sense of the word, of all students who attend the school. Coláiste Cholmcille recognises that exposure to a variety of experiences and cultures are part of a holistic education.

- The curriculum content of some subjects require field studies/trips/recreational activities, which take place off school grounds. However, there should be a balanced programme of outings and trips for the school year that does not prove too costly to parents and does not overburden the school timetable.

- Trips assist in bonding between students, as well as providing teachers with an opportunity to get to know students in a non-school environment.

- All educational trips must be consistent with the rationale as specified by the DES in Circular Letter M20/04. All reasonable efforts will be made to satisfy all the criteria contained in this circular.

- To assist staff in the planning of tours and outings.

- There is a need to clarify expectations of behaviour for all trips and to outline the conditions whereby a student may be refused permission to be included on a trip.

Procedures to be Followed by all Staff Organising School Trips

School trips have considerable educational value. However, they must be planned and organised in a way that causes least disruption to the day-to-day routine of the school.

(A)*Day Trips*

- Day Trips may take place during the school day, or may extend beyond normal school hours.

  Some examples of day trips are:

  - Field work associated with specific subjects such as Biology and Geography.
  - History trips.
  - School Tours
  - Visits to Art Galleries, Exhibitions, Museums, and Theatre visits.
  - Careers Exhibitions and University Open Days.
  - Debates.
  - Concerts.
  - Events in connection with Transition Year.

- Any teacher planning to organise a day trip or any non-sporting outing during class time, must first inform the Deputy Principal of the intended date, at least two weeks in advance of the proposed date. The trip must be approved by the principal.

- As a courtesy to colleagues, full details, including date, time and names of participating students must be emailed to staff and to the office staff by the organising teacher before the event.

- Sporting activities that are scheduled during class times must be agreed with the Deputy Principal at least one week in advance. These details must be emailed to staff and the office staff well in advance of the event and placed on the school calendar.

- On all day trips there must be an appropriate ratio between the number of students and the number of staff traveling. This ratio will vary depending on the nature of the trip and the age of the students travelling.

- Day trips may involve a financial cost for the student. For example, a fee may be charged to cover the cost of transportation to/from sporting events.

All students going on any trip which is expected to extend beyond normal school hours **must** return permission forms signed by parents/guardians to the teacher in charge, before the outing takes place. Students who have not returned permission forms **may not** participate in the trip. Supplies of the permission forms are available from the teacher in charge. The school app may also be used depending on the trip involved.

For trips that extend beyond normal school hours, it is the responsibility of parents/guardians to ensure that arrangements are in place for their son's/daughter's journey to/from the school.

- The organising teacher must keep a careful note of any monies paid by students for the trip. Monies should be paid through the school app and a receipt will be automatically issued for same.

- Students who have a history of inappropriate behaviour may be excluded from day trips.

- An Accident/Incident Report Form must be completed for all accidents or incidents which may have occurred on the trip. Examples of reportable incidents include; persistent lateness at the rendezvous point; not staying with the group; rudeness to teachers/staff; serious breach of school rules, particularly in relation to alleged or proven substance or alcohol abuse.

- Any accident must be reported to the Principal straight away and a full incident report form must be completed. parents must also be informed.

(B) *Sporting Outings*

- Each team manager is responsible for taking a properly equipped first-aid kit to his/her match. If a minor accident occurs the player will be treated on the spot. Anything

deemed a major or potentially threatening injury will necessitate a doctor or an ambulance being called.

- Any accident is recorded on an accident report form and filed in the office. The principal is to be informed of the accident and also parents of the students should also be notified of same

- If a student is excused, with written permission, from all or part of a PE class the teacher must be informed in the normal manner. If the reason is due to injury, the student is expected to accompany the class and watch the proceedings.

- The manager of each team will organize transport to and from all matches by sending a bus booking form to the office staff.

- When an away match is organized during school hours the number of staff travelling must be dependent upon the staffing requirements of the activities on campus. However, two teachers will travel with a team.

- It is school policy that all students are encouraged to participate in team competitions. However, the school recognizes that it is parent's/guardians prerogative as to how often their child shall be involved in such competitions.

- Sports trips which involve an overnight stay are compliant with school policy as in section (C) of this document.

For further guidelines see the Irish Sports Council Code of Ethics for Good Practice in Children's Sport, (2001) available at www.irishsportscouncil.ie

(C) ***Overnight Expeditions or trips abroad***

Other trips may be over-night expeditions or of longer duration. These may be co-curricular activities organised by subject departments, or trips arranged for Year Groups.
Some examples are:

- Exchange programmes involving a group of students and teacher(s).
- Exchange programmes such as Erasmus.
- Delphi Adventure Centre or a Gaeltacht trip
- Fourth/Fifth Year Tour - e.g. Germany, France, Spain or Italy.
- Sports team qualifying for latter stages of competition.

The number of students participating varies depending on the nature of the trip and the staff/student ratio will be appropriate to the age group. Parents/guardians will be notified, in advance, of all trips and tours and both parents and students should sign the appropriate consent form. In this way parents, students and teachers enter into a partnership promoting good and appropriate behaviour at all times.

(D) *School Tour*

A school tour is defined as any group travel involving at least one overnight stay. The school will only use the services of licensed tour operators/travel agents when organizing trips outside the State, as per the Aviation Regulation Act 2001. An appropriate ratio of teacher to student supervision on these trips will be provided, as laid down by the Tour Operator. The school makes every effort to further enhance the student/teacher ratio on school trips.

1. *Organisation and Approval:*

The Tour Leader will be expected to ensure that the tour is conducted in accordance with agreed standards. The designated school tour leader (who should then appoint a deputy leader) will in advance of application to the Board discuss with the Principal the proposed destination/dates. Factors involved in preliminary discussions include:

- Educational Value.
- Suggested Itinerary
- Safety of location/Established structure in place to cope with school groups
- Price and Overall Value for Money.

At this stage, an application to proceed with the tour will be made to the Board of Management. In circular letter M20/04 the Department of Education and Science has devolved to Boards of Management the authorisation to grant approval for educational tours by school groups both inside and outside the State subject to a number of criteria. 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.

The Board of Management will consider the following when reaching its decision;

- The appropriateness of the proposed trip in terms of DES Circular M20/04.
- The staffing arrangements for the trip.
- The financial controls in place for the trip.

The tour leader should put together a tour team as soon as possible. At this early stage, it is essential that a number of teachers commit to participation so that a core group may share the planning involved.

Duties to be undertaken by the tour team may include the following;

(a) Tour Finances (tour leader)

(b) Passports

(c) EHIC Form (European Health Insurance Card)

(d) Contact Details/Medical Conditions

(e) Room Allocation.

A definite commitment from all participating teachers will be required twelve weeks before the trip. Selection of teachers to accompany students will be at the discretion of the Tour leader and Principal. Any student who has an assigned SNA for their school based educational needs does not automatically secure the right to have the SNA accompany them on the school tour.

2. *Selection of Students/Application Procedures:*

A meeting will be held for the relevant students who may wish to go on the proposed school tour. An email will be sent to the parents/guardians with brief details of destination/itinerary/estimated price/payment dates etc. In addition, application forms will also be distributed to all those interested in applying for the tour. This letter aims to establish the level of interest and does not in itself constitute an offer of a place on the tour. As part of their application a student and their parent/guardian signs the form which agrees that priority will be given to students with an excellent record of behaviour (since enrolling in Coláiste Cholmcille) and a good attendance record.

The Tour Leader and Deputy Leader will now examine the application forms and decide which students are to be offered a position on the school tour. They will consult and meet with the Principal and Year Head (s) (of a particular year group) to discuss the behavioural record of the relevant group. Other staff members of the school may be consulted on which students are or are not allowed to go on the school tour, but the tour leader and principal will have final say. At this stage some students may be excluded due to their behavioural record and/or attendance record. Any student who has been refused permission to travel on the tour will have it confirmed in a letter home. Payment of any school fees takes precedence and must be paid prior to confirmation of place on the tour as these fees contribute to insurance cover for students.

3. A meeting of those students who have been granted permission to travel will be called where they will be given a letter outlining specific dates to pay the first and second non-refundable deposits (usually €100 and €200) to the tour operator. **A student will not secure a place on the tour if the deposit is not paid to the tour operator by the deadline outlined**; they may be placed on a reserve list in the event that someone withdraws from the tour**.** All students will be given a receipt, acknowledging the deposits paid.

The passport name of the student must also be given to the travel company. Students will also be informed that any subsequent name change will result in fees levied by the airline, and are outside the control of the tour organiser or the travel company.

All payments including deposits and subsequent payments over the remaining months will be paid directly to the tour operator through the tour operator's online payment portal. The tour leader will provide parents/guardians with a payment link for the tour provider's online payment system after the student's application has been approved. **No** payments will be accepted by the school office or the tour leader. After all deposits have been paid the final balance will be due 10 weeks prior to departure.

A detailed record of all participating students and the amounts paid will be retained by the tour company. The tour leader will have access to these records via the tour company's online payment portal. Parents should be informed as early as possible of the full cost associated with the trip.

4. *Pre-Tour Meeting for Parents/Guardians:*

A meeting will be held in advance of the tour at which a parent/guardian of each participant must attend. Attendance at this meeting is extremely important, as the main emphasis of the meeting is health and safety. At this meeting a presentation on all aspects of the tour will be made to the parents/guardians and the parents/guardians will get an opportunity to meet with the Principal and the School Tour Leader. The following issues will be examined and discussed:

- Detailed Itinerary – dates, times, locations, hotels, contact phone numbers etc.
- Extra Costs (e.g. lunch not included, recommended spending money etc.)
- Contact Numbers
- Expected Standard of Behaviour (see below).
- Rooming arrangements.
- Supervision (see below).
- Insurance (see below)

Parents should also be made aware of their duty to inform the school of any relevant health or safety issues which might affect their children while on tour. 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. The tour leader should establish if a non-medical person can administer the medication.

5. Contact Information:

The tour leader must ensure that complete contact information is left with the principal/deputy principal during the tour for use in the event of an emergency. This should include:

- Names, addresses and home contact numbers of all those going on the tour.
- Full details of the itinerary, hotel address, phone number etc
- A contact telephone number for each member of the tour team

All data collected from students will only be used for matters relating to the tour.

6. Expected Standard of Behaviour:

We in Coláiste Cholmcille have very high expectations of behaviour, and we expect such standards to be maintained during all extra-curricular activities.
Participation in a school tour is a huge vote of confidence in a student on behalf of the school and requires every student to act in a mature and responsible manner at all times. The principal/deputy principal will meet with the students prior to departure and outline the Code of Behaviour.

School rules apply (except for uniform in certain tours) and special emphasis is put on the following.

a. Students must not smoke, vape, drink alcohol or take illegal drugs. In the event that the tour leader suspects that a student possesses items deemed unsuitable, a search of rooms or personal property (bags, suitcases etc.) may be made. Two members of staff should carry out inspections. Staff should not have any contact with a student's clothing. If a search of clothing is deemed necessary students will be asked to empty the contents themselves while a teacher observes.

b. Each student is responsible for his / her own property, e.g. luggage, money, etc. All personal belongings should be clearly marked. The school cannot accept responsibility for the pupil's property.

c. Students are expected to treat each other with respect. Fighting or abusive language will not be tolerated.

d. The tour team should check all rooms before students have access to them and make note of any damage done prior to their arrival. Vacated rooms should also be checked for damage. Pupils must show respect to all property that will be used over the school tour e.g. hotel property, the tour bus, etc.

e. Students should obey without question, instruction given by the tour leader or any of the accompanying teachers/staff for the duration of the trip.

f. Students are expected to behave in a mannerly and punctual way at all times and are expected to attend all organised activities and may not leave the tour group at any time unless agreed by the teachers.

Should a student be guilty of minor misbehaviour, 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:

- The student missing a half-day's activities.
- The student missing an evening activity, eg disco
- The student missing out on a specific activity, eg. bowling.

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 a member of the tour team for the duration of the activity. Further sanctions may be imposed when the student returns to school.

If a student misbehaves in a serious manner where the health and safety of other students or teachers is jeopardised then parents/guardians will be informed as soon as possible; the principal/deputy principal will also be contacted. It may be felt appropriate to send a student home and in such a situation the parents/guardian will be responsible for organising this and liable for the potentially substantial costs involved. Sanctions may also be implemented on return to school regarding such offences.

Examples of 'serious misbehaviour' include:

- Use/possession of alcohol.
- Use/possession of illegal substances.
- Attempt to purchase alcohol or illegal substances.
- Misuse of legal substances (lighter fluid, tippex, etc.)
- Disruptive behaviour on coach, plane, boat or in the hotel/hostel.
- Lack of respect for accommodation rules.
- Bullying.
- Lack of respect for the tour team or any other supervising adults.
  Theft or criminal damage to property of others.

In the case of a serious/criminal incident (shoplifting, a violent attack etc.) the parents/guardians will be informed immediately and the matter will be handed over to the local police authorities. The principal/deputy principal must also be informed immediately of such incidents.

7. Exclusions Subsequent to application:

Students who misbehave in a manner deemed serious by the school authorities may be deprived of their place on the tour. This is in the interest of safety to themselves and other students/staff. In such a case, refunds depend entirely on the conditions of the travel company and depends on the actual date of cancellation of the place. In the case of a late exclusion and subsequent cancellation, a refund will not usually apply. It is important that the School Tour Leader highlights this point to students and parents/guardians before a student submits an application.

8. *Supervision:*

For the purpose of the smooth running of the tour the students will be divided into groups and a member of the tour team will be appointed to each group.

DAY

Students will be accompanied by teachers throughout the trip. However, it is usual that students are allowed free time for shopping, lunch etc. These free periods cannot be predicted in advance on a general basis as each tour's components will vary. Students will

only be left free in an area deemed suitable, and a prominent meeting place will be advised before the group breaks.

Mobile phone communication between the tour team and students on the trip may be necessary. A list should be made of participants' mobile phone numbers (as given on the 'contact information form') and students should have the mobile phone number of the tour leader – to be carried with them at all times while on the trip.

NIGHT

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:

- Draw up a rota for nightly corridor supervision.
- Draw up a rota for calling students each morning.
- Ensure teachers are on corridor duty until 1am/2am or as required.

On return to the hotel each night students will go to their rooms. A check will then be made to ensure that everyone is in their designated room. A further check will be made after a reasonable duration. Any student found to be causing a nuisance and disturbing the sleep of others will be given a verbal warning. Persistent offenders may have sanctions imposed upon them.

9. ***Hotel Policy:***

Hotels reserve the right to request a deposit from school groups (usually €10 - €20 per person). This is payable by students and is refundable on checkout. In the case of a particular room that is causing disturbance to adjacent (non-school-group) rooms, this room's deposit could be forfeited.

Most hotels have safety deposit boxes available for a small fee and we strongly advise students to use these to store valuables and/or money.

10. ***Insurance:***

Comprehensive travel insurance is included in the tour price. Copies of this are available to parents at the pre-tour meeting. Details of private health insurance will also be taken where available. All students will be given an EHIC form to complete and must take responsibility for processing this form and ensuring that they have a valid EHIC card prior to their departure which is always requested when seeking medical care in EU countries. Parents will also be required to complete a form giving details of medical problems/medication being taken and will give authorisation to the tour leader or his/her nominee to act on their behalf in a medical emergency.

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.* Before departure of the tour

parents/guardians must specify in writing the person(s) they wish the tour leader to contact in the event of parents/guardians being unavailable. In the event of an emergency parents/guardians will always be contacted first.

11.*Passport/Visa:*

The School Tour Leader will explain to the students that it is their responsibility to have their own valid passport ready prior to the departure date. A member of the tour team will be assigned to check all students' passports and will make a copy of it. Passports should be kept in the hotel safe while on the tour when they are not needed.

Visas may be necessary for the destination and some countries require them to be processed together. There may be an additional cost to secure a visa. Parents should be informed that students with non-EU passports may need visas for EU countries. It is important to impress upon parents that the onus is on them to ensure that their son/daughter has all the necessary up-to-date documentation well in advance of the tour.

12.*Review and Evaluation:*

On return to school, the School Tour Leader will give a general, written report on the tour to the school Principal and the BOM outlining:

- The achievements of the tour.
- A completed financial statement.
- Details of any incidents which required the imposition of sanctions while on tour.
- An account of any difficulties or problems which arose during the course of the tour.
- A written evaluation may also have to be completed for the tour operating company.
- An assessment of the School Tour Policy and suggestions for ways to improve or strengthen it prior to future school tours.

The policy operates within a legislative framework and takes account of the following...

The Education Act ,1998
The Education Welfare Act, 2000
Equal Status Act, 2000
The Equality Act, 2004
Circular Letter M 20/04 (DES)
Child Protection Guidelines for Post-Primary Schools, 2004
The Education for Persons with Special Needs, 2004

Policy Review:

This policy will be reviewed annually and updated where necessary.

Adopted by board of management on

_____

Signed by the Chair on behalf of the board of Management

_____

Appendix 1
SCHOOL TOUR GUIDELINES

***(To be given to participating students and updated accordingly)

IMPORTANT INFORMATION

Please keep this and bring it with you on the tour

IN GENERAL

- **Respect**
  Students are asked to show respect to the teachers on the tour at all times. This includes cooperating with teachers and any directions they may give to students.

- **Alcohol**
  Students are reminded that alcohol and drugs are ***completely prohibited*** on the tour. This includes the purchase or attempted purchase of alcohol in Duty Free shops as a present for parents. Serious sanctions will be applied both on the tour and on return to school if this rule is breached.

- **First Aid / Medical**
  A designated member of staff will be in charge of First Aid for the duration of the Tour. If any student has any special medical condition, requirements or medicinal requirements please bring this to the attention of the designated person prior to the tour.

- **Punctuality**
  It is extremely important that all students are punctual at all times. This includes leaving Coláiste Cholmcille, and when returning to the coaches after excursions. Please remember that the tardiness of one or two students may impact on the whole group of students and could even affect the whole itinerary of the group. It should also be noted that there are times when the coaches simply cannot wait because of parking restrictions at busy tourist locations and operate a set-down and pick-up service only.

- **Passports**
  Please remember to bring your passport with you. When not in use, passports will be stored safely in the Hotel safe.
- **Health Insurance**
  Please remember to bring your Health Insurance cards. These may be given to the designated teacher and will be returned to you after the tour.

- **School Number**

Please note and save the following school mobile phone number which Mr/Ms……. will be using for the duration of the tour:

00 353 *********

(to be confirmed prior to departure)

This can be given to parents in case of emergency or could be used if you do get separated from the group and get lost etc.

- **Mobile Phones**
  If you are intending to bring your mobile phone with you it may be advisable to top it up with credit before you depart. It may be more difficult and expensive to do this when abroad. It might also be a good idea to check if O2, Vodafone or Meteor has special or cheaper rates when using your phone abroad. Visiting a local store or checking the website might save you money. Regardless of which company you use, it should be noted that it is more expensive to make *and receive* both texts and calls when abroad.

AT THE AIRPORT

- Please ensure that you arrive early for the coaches at the school. The departure time has been carefully calculated bearing in mind the long delays that may occur at the Airport.

- Follow the teachers to the check-in desks and queue in an orderly manner for the check-in process. Having checked in, take care of both your passport and your boarding card. You will need both for the security checks you will encounter.

- Please note carefully both the flight number and the departure gates for your flight. Keep a close watch on the information screens and the direction signs.

- Please remember that there can be lengthy delays at the security checks particularly in the morning rush hours. It is advisable to allow plenty of time to proceed through these and indeed to go directly to these passing through to the Departure area immediately.

- Baggage - The price of your tour is **based on carry-on luggage only**. **This may weigh up to 10kg with maximum dimensions of 55cm x 40cm x 20cm, plus 1 small bag up to 35 x 20 x 20 cms.** This should be more than adequate for a three-night stay. Any person taking checked-in luggage will be charged €30 extra (current price).

- There are strict limits regarding the size and weight of the bag. A bag about the same size as your schoolbag is allowed. There are also very strict regulations relating to the contents of this bag. The following **are not** allowed (a full list is available on the Dublin Airport website)

http://www.dublinairport.com/at-airport/airport-security/

- Scissors; Sharp Objects including razors;
- Liquids including bottles of water, perfume or aftershave;
- Make-up such as lipstick or mascara;
- Contact lens cleaner unless under 100ml;
- Hair gel;
- Aerosols such as hair spray, deodorant or antiperspirant;
- Shaving foam;
- Toothpaste;
- Lip gloss;
- Medicines over 100ml.

All of these items are prohibited and will be confiscated by Airport Security. If a person does need to carry medicine under 100ml, it must be placed in a transparent plastic bag and shown to security. Please inform the designated member of staff in advance.

Please do not take stereos, musical instruments (guitars) or other such items. These will cost extra, will have to go in the cargo hold with the other bags and may get damaged.

Please retain both your passport and boarding ticket after passing through security. They will be needed for boarding the plane and will also be needed on arrival at the destination airport for security checks.

AROUND THE CITY

Traffic
Please remember that the traffic in mainland Europe **WILL NOT STOP**. This is particularly difficult and dangerous when a group of 50-55 is crossing a road. Please use common sense and do not assume that traffic will stop.

Guided Tour
On your first full day you will have a guided tour of _____. Please be courteous and give the guide your attention for the duration of this tour. You will have ample opportunity for talking to each other over the remainder of the tour. It is a simple courtesy and the tours are actually interesting and informative!!

Coach
Please note that the coach is to be kept clean. Drivers on the continent are very strict about this. The tour group will rely heavily on the driver over the four days.

Clothing and footwear

Students are reminded that the weather in certain European cities will be quite similar to that in Ireland. Students are advised to bring a warm jacket with them. If it is warm on a particular day it can be left at the hotel or on the coach.
All students are also encouraged to bring a good pair of walking shoes or runners. There is a lot of walking on the tour and common sense should prevail. A pair of flip-flops, flimsy sandals or heels is impractical. Please do not over pack.

Safety
While many European countries are beautiful and safe it should be noted that tourists in tourist districts are sometimes targeted by street-traders, con-men and pickpockets. These people will try to sell you cheap souvenirs which are sub-standard and which may break soon after purchasing them. You are advised not to buy anything and to be very firm but polite in saying no. Do not engage in conversation or you will be followed and surrounded by a group of these people. They work in teams and this may include a pickpocket.

Money / Wallets /Purses/MP3's/Phones
Please take very good care of your personal items. Watch out for each other and guard against pickpockets. Also, the most common problem is people losing these or leaving them behind in restaurants, toilets etc. Be careful of carrying large sums of money and when you do carry money divide it into small amounts which you may then place in a number of pockets to lessen the chance of all of it getting lost or stolen.
Please do not leave large sums of money behind in the hotel room. Most rooms are equipped with a safe in which you can put this for a small charge. Alternatively, you may put your money in an envelope with your name and the amount written on it and a teacher may put it in their safe for safekeeping.

Shopping
Students will have an opportunity to do some shopping while on the tour. Budget for the four days and look for bargains. Remember when buying items that you have to carry them and transport them home!
When shopping, you may notice replica toy weapons. Please do not buy these as you are wasting your money. These items are inappropriate. Furthermore, they cannot be brought through airport security. If teachers find these or suspect a student possesses one of these items, then the bag or room may be searched and the item removed permanently.

Groups
When out walking please stay in groups of three or more. Your tour will be more enjoyable with your friends but will also be safer. There is less chance of getting lost when in a group. If you notice someone on his/her own, please invite the person to join the group for the duration of the walkabout. It will greatly increase their enjoyment of the tour and it is worth remembering that the tour is also about meeting and making new friends. No-one likes to see someone isolated and alone and not enjoying the tour.

AT THE HOTEL

Hotel Name: _____
Hotel Phone Number: _____

Please note the name of the hotel and its telephone number. This will be important if you get separated from the group.

Please remember that you will not be the only group staying at the hotel. Thus, the group must stay quiet in the corridors and follow the directions of the hotel staff and management. There may be other groups sharing the same floor(s) as our group and they may have different restrictions placed upon them concerning their behaviour. If a member of the tour team instructs you to stay away from another group it is most important that the instruction is obeyed.

If there is a problem with your room upon checking in, bring it to the attention of the teachers or hotel staff. Do not leave any damage unreported. On the morning of your departure, the hotel may carry out an inspection of the rooms and any damaged items could be charged to the room occupants.

For obvious reasons students cannot stay up all night or be moving from room to room. This would cause too much noise and disruption in the hotel. Consequently, teachers will be patrolling the corridors at night to ensure students stay in their rooms (Teachers are also required to do this for insurance purposes). If there is noise teachers may require admittance to rooms regardless of the gender of the occupants. The tour is very tiring for both students and teachers and students are asked to cooperate with teachers in this regard.

FINALLY

The Management and staff of Coláiste Cholmcille hope that the students all have an enjoyable and memorable tour.

Circular Letter M20/04



Circular Letter
M 20 /04

To the Management Authorities of all Post Primary Schools

Educational Tours by School Groups (both inside and outside the State)

The objective of an educational tour should be that it should provide a significant benefit in the educational, intellectual, cultural and social development of the maximum number of pupils in the particular grade(s) taking part in the tour and which benefit cannot be provided by in-school activities alone. Where a Board of Management is satisfied that a school tour meets the above criteria, such a tour may be undertaken **without seeking prior approval from the Department**. However, the template attached as appendix 1 should be completed by the Principal in the planning of a school tour and should be retained in the school for examination by a Departmental Inspector in the course of normal school inspection.

Authorisation to grant approval for educational tours by school groups both inside and outside the State is hereby devolved to the school board of management subject to the following criteria …

School tours should be an extension and reinforcement of classroom activities and should be designed to include the maximum number of pupils in a class. The tour should, accordingly, enhance the learning process of as many pupils as possible by providing educational experiences which the classroom alone cannot provide.

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. This will have the added advantage of facilitating financial preparation with a view to allowing maximum pupil participation. 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.

By international standards, the school year in Ireland has long holiday periods. Educational tours of more than one day's duration should be arranged to coincide with normal school holiday periods Schools 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. Such written approval must not seek to devolve any liability to the parent for any aspect of the tour. (Boards of Management of Comprehensive and Community schools should refer to appendix 2 of this circular regarding State Indemnity cover for out-of-school educational activities)

The Board of Management must ensure that pupils who are not participating in the tour (including pupils from other classes who will be affected by their subject teachers' absence) 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 their absence in accordance with Circular PPT 01/03. Schools should on all occasions take into account the effect that the absence of accompanying teachers will have on the normal work in the school and numbers absent should be kept to the minimum level required.

Where school tours impinge upon the standard school year, the following guidelines are put forward as to the type of educational visit envisaged by the Department as acceptable for the purposes of regarding absence on such visits as school days:

(a) Educational visit involving an exchange of groups of students with another school.

(b) Educational visit involving attendance at a course of instruction.

(c) Educational visit involving active participation in a music or drama festival.

(d) Educational visit to a conference or exhibition of clear educational value (e.g. Young Scientist Exhibition, Higher Options Conference or Exhibition on Careers and Guidance Counselling)

(e) An educational visit should be appropriate to the age group/grade concerned (e.g. The Higher Options Conference would be more appropriate for senior cycle students than for junior cycle students)

(f) Educational visits (inside or outside the State) involving significant linguistic or cultural benefit to the maximum number of pupils.

This list is given by way of example and is not intended to be exhaustive.

This circular supersedes and replaces Circulars M87/78, M62/83, 12/79 and Circular Letter to the Boards of Comprehensive and Community schools entitled "Out of School Educational Activities within the State" and dated 19 February 1987.

Mathew Ryan
Principal Officer
Post Primary Administration.

Appendix 2: Sample Tour Template

Details of School Tour		
Name of School	**Address**	**Roll No.**
Tour Dates		
From	**To**	**Number of School Days**
___/___/_____	___/___/_____	
Brief Outline of Tour		
Number of Students Participating	**Total number of students in relevant grade**	
If some students are not participating, outline the reasons why		

Expected benefit to accrue from the tour

Why is the tour deemed to be necessary

Adults accompanying the students

Class Teacher	Number of other teachers	Number of other adults

Confirmations

That appropriate arrangements are made in accordance with Circular PPT 01/03 for those classes whose teachers are absent with the tour	Yes:	No:
That adequate insurance is in place to cover all risks while on tour	Yes:	No:
That parental permission has been secured for each student who is to participate on the tour.	Yes:	No:

Signature of Principal:	Date:

Appendix 4

School Tours by pupils of Comprehensive and Community schools

In the case of school tours outside of the island of Ireland by pupils and teachers from Comprehensive and Community schools, the Board of Management should not rely on the State Indemnity for insurance purposes. Appropriate travel insurance should be taken out to cover those embarking on the tour.

In the case of school tours within Ireland (including Northern Ireland) by pupils and teachers from Comprehensive and Community Schools Boards of Management may, with one exception, convey formal approval for indemnity provided the tour is adequately supervised by employees of the Board. (The Board may delegate its authority in this matter to the Principal but responsibility at all times shall rest with the Board.)

The exception is where the tour involves an activity of a specialist nature (such as to an Outdoor Education Centre) which requires supervision by trained professionals. In this instance the Board of Management may not rely on the State Indemnity for insurance purposes. Appropriate insurance should be taken out to cover those embarking on the tour.

Subject to the foregoing, the question of the degree of supervision required in each case would be a matter for reasonable consideration and determination by the Board having regard to all the surrounding circumstances.

The normal State Indemnity provisions will continue to apply in respect of actions claims or demands taken or made against the Board of Management and the teaching and non-teaching staff arising out of the discharge of their duties whether in respect of pupils or otherwise.

Appendix 5; Sample Parental Consent Form

We, the parents of _____, a student in Coláiste Cholmcille,

agree that our child may go on a school tour with _____ (the tour

leader) on a School Tour to _____.

We further accept that our child will abide by the terms of the School's Code of Conduct and also Tour Rules and Procedures whilst on this tour. Our child may not consume any alcohol or any other prohibited substance whilst on this tour. We further accept that the Tour Leader may send him home for such behaviour or for any other serious disciplinary offence. It shall be our responsibility to arrange for any travel so required and for our child's accompaniment on such travels as may be necessitated by our child's misbehaviour. We also give permission to the Tour Leader to take any necessary decisions for the medical treatment of our child.

Signed _____ Date _____
(Parent)

Signed _____ Date _____
(Student)

Appendix 6; Sample Tour Application Form

Name (as on passport): _____ DOB: _____

Passport No: _____ Issuing Authority: _____ Expiry Date: _____

Home Address: _____

_____

Email address: _____

Home Telephone: _____

Parents'/Guardians' Work Telephone Numbers: _____

Parents'/Guardians' Mobile Numbers: _____

Student's Mobile Number: _____

EHIC Number: _____

Private Health Insurance (if applicable) _____

GP's Name & Address: _____

_____

GP's Telephone Number: _____

Please securely attach any relevant medical details concerning allergies or medical requirements to this form

Deposit Enclosed: _____

Signature of Parent/Guardian: _____

Date: _____

Appendix 7 Sample Tour Letter

Date:

Dear Parent/Guardian,

The Tour this year is to _____. We are departing from AIRPORT on DATE and returning on DATE.

The total cost of the tour is €_____.

The first deposit of €_____ is due by DATE.

The next deposit of €_____ is due by DATE.

The final deposit of €_____ is due on DATE.

As a parent you should be aware that:

- **All deposits are non-refundable unless there are extenuating circumstances, covered by travel insurance.**
- Students must have a valid European Health Insurance Card as a prerequisite to travel. This is required by the tour operator. Private health insurance will not suffice.
- The school Code of Conduct and the Tour Rules and Procedures must be followed at all times by each student.
- In consultation with the school principal the Tour Leader has the right to refuse any student whose behaviour has been uncooperative or irresponsible during the school year.

Please sign and complete the attached forms and return them to TOUR LEADER.

_____

Name of Tour Leader

Tour Organiser

Phone Number of Tour Leader

Appendix 8 Sample Tour Meeting Letter

Date

Dear Parent/Guardian,

Please find enclosed important details in relation to our Transition Year tour to DESTINATION on DATE. We also enclose an itinerary of the tour which you are advised to look over.

A meeting of all parents of TY students visiting DESTINATION will be held on DATE at TIME in WHERE in Coláiste Cholmcille.

All parents must attend this meeting so that you are aware of the tour details and expected behaviour on the tour. If you are unable to attend please contact TOUR LEADER NAME.

We hope that all students have an enjoyable trip to DESTINATION. Parents are asked to note the enclosed important points and discuss them with your child to help ensure a safe and enjoyable trip for all who are travelling.

We thank you for your support and look forward to seeing you on DATE.

Yours faithfully,

_____

TOUR LEADER NAME

Tour Organiser

Phone Number

Appendix 9 Sample Checklist for Tour Leader

- ☐ Permission has been obtained from the school management to undertake the trip.
- ☐ Cost has been outlined to the principal.
- ☐ Initial deposits have been received and lodged to the bank or given to the school secretary.
- ☐ Receipts have been given for all monies received.
- ☐ Insurance is in place.
- ☐ All students have returned their completed application forms.
- ☐ Parental consent forms have been issued and returned signed.
- ☐ All students have their EHIC cards.
- ☐ A school emergency contact has been nominated and the Tour Leader has these details.
- ☐ Suitable arrangements have been made for the medical needs of all pupils.
- ☐ Tour Leader has the following information:
    a) Details of medical conditions.
    b) The student's GP's name, address and telephone number.
    c) Written details of any medication required (including instructions on dosage/times) and parental permission to administer same.
- ☐ First Aid provision is available. The medical information kit should contain the medical histories of all participants, the information being acquired from the Parents/Guardians.
- ☐ Parents/Guardians have been sent the following information:
    a) Dates and times of departure and return – parents/guardians must have agreed to meet their student on return.
    b) Details of accommodation such as hotel or exchange family name, address and telephone number.
    c) Names of Tour Leader, of other staff and of other accompanying adults.
    d) Standards of behaviour expected in respect of, for example, alcohol, smoking and general group discipline.
    e) Details of insurance taken out for the group as a whole, and whether parents/guardians need to arrange additional cover.

f) Details on the cost of the visit including methods and deadlines for payments. All payments are to be considered non-refundable including the final payment.

- ☐ Parents of students going on the tour have attended a meeting convened by the school prior to the tour.
- ☐ Every reasonable step has been taken to ensure the safety of all tour members.
- ☐ Appropriate and adequate supervision has been arranged for each activity undertaken on the tour.
- ☐ The ratio of adults to students is appropriate.
- ☐ Child protection procedures are in place in line with the DES guidelines.
- ☐ Full details of the visit have been left at the school while the tour is in progress. These include:
    a. the itinerary and contact phone number/address of the group.
    b. a list of group members and their details.
    c. contact names, addresses and phone numbers of the parents/guardians.
    d. copies of parental consent forms.
    e. copies of travel documents, insurance documents, medical papers.
    f. a copy of the contract with the tour company/hotel etc.