



St. Angela's School.

Draft Policy Governing School Tours and Trips

Mission Statement.

St. Angela's is a Catholic girls' school which aims to cherish the uniqueness of each individual and to develop the full potential of each member of the school community.

Preamble.

School trips and out of class excursions help to broaden the educational experience of our students, to encourage social integration of groups in the school and build the confidence and self-esteem of students. School trips and out of school excursions are encouraged by St. Angela's School and a broad range of such trips and excursions are undertaken. A list of the types of trips that are run by the school is attached as Appendix 1.

This policy has been drawn up in accordance with the Department of Education and Science circular letter M20/04 (copy incl. in appendices.)

Rationale.

The purpose of this policy is to ensure:

- The health and safety of all students and teachers involved
- That school trips will be effective and appropriate learning experiences for the students and
- That all participating teachers will understand the protocols and procedures to adopt when planning and engaging in trips and out of class excursions.
- That the school will be well represented while students are on trips, in line with our stated ethos and motto ("non sibi sed cunctis").

Scope.

This policy applies to all trips that are undertaken with students in the school, day trips and overnight trips, within and beyond Ireland's borders. School trips are undertaken with class, year and activity groups within the school.

The policy also applies to students on exchange visits by and to St. Angela's students.

The policy applies to all staff of St. Angela's School equally.

Objective of trips.

Some trips are required in order to work on / complete compulsory coursework requirements for State Examination. In these cases, students and Parents / Guardians are advised that coursework cannot be signed off, except by a recognised teacher in a recognised school, when that coursework was completed under his / her supervision. Students are advised that coursework which is completed beyond the supervision of the teacher on a school trip specifically organised for this purpose cannot be verified by the school for examination for State Examination assessment purposes.

Some trips are organised to provide enhanced understanding of specific aspects of the curriculum such as History, Geography or Art trips, Modern Language exchanges, or visits to the theatre, to Science or Career exhibitions.

Other trips relate to extra-curricular activities such as trips to choral festivals and competitions.

Some trips, while having worthwhile educational content, are organised within year groups to provide opportunities for social interaction, to build cohesion within a group or to provide a reward for work done.

Roles and Responsibilities.

- Board of Management.

The Board of Management devolves to the Principal the authority to agree to a proposed trip or the investigation of the feasibility of a trip. The Board of Management retains the authority to cancel, postpone or amend the itinerary of a trip in certain circumstances, without refund of monies paid, where these are not recoupable from the tour provider.

- The Principal.

The Principal informs the Board of all trips and liaises with the Organising Teacher in the initial stages. The Principal reserves the right to stop a student from participating in a trip, if health and safety concerns for the student or other students arise. This may mean loss of monies paid or additional costs to Parents / Guardians if a student has to be repatriated. The Principal reserves the right to determine the adults who will travel. The Principal is also responsible for

ensuring the adequate supervision of students while on a trip and that students not travelling are adequately catered for in school, in terms of supervision and teaching time.

Further responsibilities are outlined in the body of this policy.

➤ Parents/Guardians.

The co-operation of Parents / Guardians is considered fundamental to the success of a trip. Parents / Guardians are responsible for informing the Organising Teacher of any factors which may impinge on the student's enjoyment of the trip or that of others eg health issues, dietary needs, anxieties etc. The responsibility is on the Parent / Guardian to inform herself / himself of the School Code of Behaviour for Students. In addition, it is the responsibility of the Parent / Guardian to ensure that the student presents herself on commencement of the tour without any of the items prohibited under the School Code of Behaviour for Students or law.

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

Students on tours within the European Union shall be required to have a completed E111 form and a valid passport. It is the responsibility of the Parent / Guardian to see to these matters and to ensure that the student is insured to the satisfaction of the Parent / Guardian.

Parents / Guardians are advised that a student may be precluded for attendance on a school trip if attendance during normal class time is poor. The Year Head and Deputy Principal will advise the organising teacher and Principal on this matter. Parents / Guardians are responsible for enabling students to achieve full attendance.

➤ Students.

Students are responsible for adhering to the School Code of Behaviour for Students. In particular, they are responsible for carrying out the instructions of teachers and other personnel while on tour.

Students are responsible for respecting the environment, law, traditions, local customs and unfamiliar family norms (in the case of students staying with host families) which pertain to the location in which they are staying.

Students are responsible for being true to the school motto "Non sibi, sed cunctis", and ensuring that all members of the travelling party are included and involved. Students are responsible for acknowledging the role they play in the maintenance and promotion of the school's good name and reputation, while on a school trip.

Students also bear responsibility not to engage in behaviour which is unsafe for self and for others.

Each student is responsible for her own property, luggage, money, etc. All personal belongings should be clearly marked. The school cannot accept responsibility for a student's property.

➤ Staff.

The organisation of a trip is a voluntary activity and relies on the good will of the Organising Teacher and his / her accompanying colleagues. The Organising Teacher names a Deputy.

The Organising Teacher takes responsibility for the organisation of the trip and is "in charge" while on the trip. The Organising Teacher will ensure that all accompanying teachers are aware of their duties and responsibilities during the trip.

The Organising Teacher acts for the school's Designated Liaison Person (DLP), for child protection purposes while on tour and reports directly to the DLP during the trip and on return.

Other accompanying teachers assist the Organising Teacher and share the tasks associated with the running of the trip.

In the case of trips arranged for the completion of required task work for state examination purposes, staff members do not have a responsibility to arrange alternative dates for students who do not attend.

The Organising Teacher has a responsibility to ensure that activities are not arranged which are prohibited by the school's insurers. Queries will be clarified before the trip occurs.

The Organising Teacher will ensure that the dates of a proposed trip do not clash with other events of importance in the school calendar. Trips will be planned with adequate lead in time, to enable students / families to save.

The Organising Teacher and other staff are responsible for maintaining appropriate contact with the Principal during the trip and of reporting matters of significance in a timely way.

Mindful of the DES guidelines regarding Child Protection (3.1.1 and 3.1.2) teachers will act in a responsible manner (including concerning the consumption of alcohol), having regard to the fact that they are in the company of and responsible for the care of students. Teachers will maintain the same standards of care as apply in a school situation.

Communication with Parents /Guardians.

The Organising Teacher will give Parents / Guardians written information at the onset of preparation and / or when final details are arranged. The correspondence will outline the objective of the trip, costs, details of the trip and the location, travel arrangements, suggestions

for clothing and other luggage, suggested spending money, dress code, accommodation arrangements, contact details for accompanying staff, general advice and so on.

In addition, the Organising Teacher will provide relevant materials which may come from a tour provider.

While on the trip, teachers will carry a school mobile phone. Students and Parents / Guardians will be made aware of the contact number. The Organising Teacher may request the contact details of students and Parents / Guardians or of the students themselves.

In certain circumstances, students may be permitted to use their own mobile phone. This will be communicated to students, Parents and Guardians in advance.

In every case, Parents / Guardians will be required to give written permission for their daughter to attend the trip. The written permission implies acceptance of this Policy and agreement to adhere to the School Code of Behaviour for Students and other pertinent policy.

Parents / Guardians will be required to inform the Organising Teacher of any circumstances which may affect their daughter's ability to fully participate in all aspects of the trip and her enjoyment of same. This includes information about health and medications and other relevant information.

Costs.

It is desirable that all students of St. Angela's School have the opportunity to participate in school trips, if they wish to do so. To this end, costs will be indicated to Parents / Guardians at the earliest possible opportunity, in order to allow for planning. Students will be encouraged to contribute financially where they can. In certain cases, it may be possible to pay costs in instalments to the Organising Teacher or directly to the Accounts Office.

Clear instructions for the payment of monies due will be issued by the Organising Teacher.

Receipts will be issued for all monies received.

Parents / Guardians are responsible for timely payments. In the event that payments are not made on time, no guarantees can be given about the continued participation of the student in the school trip.

Costs of trips may include monies collected for contingencies and / or accommodation of accompanying teachers. Monies remaining after the end of the trip will be returned to students.

Students may be invited to bring spending money on trips. Parents / Guardians are asked to allow a reasonable, not excessive amount of spending money.

Students are advised to use spending money prudently. Those who find themselves short of money, through no fault of their own, are invited to request a loan from the trip contingency fund. This will be for an agreed amount and is to be repaid in full on return to school.

In the event that a student is required to return home from an overseas trip early eg if she is dissatisfied with arrangements in a host family, unwell, in serious breach of the School Code, or in need of early return due to a family emergency, the family is advised that it is responsible for costs incurred for the student and for an accompanying adult, should it be agreed that an accompanying adult is required.

Cancellation of school trips.

The Board of Management reserves the right to cancel a school trip or to prohibit the participation or continued participation of a student or teacher in a school trip. This may be on health and safety grounds or due to other considerations.

In the event that a trip, organised by the school or by a licenced agent, is cancelled by the Board, it may not be possible to refund monies paid. While every effort will be made to return monies paid in good faith, this policy gives no guarantee that costs can or will be partially or entirely refunded in the event of the cancellation of a trip.

In the event that a student is prohibited from participating or continuing to participate in a school trip on health and safety or other grounds, Parents / Guardians are advised that monies paid will be forfeit.

Overseas trips are organised by teachers in collaboration with licenced / bonded tour operators, according to aviation guidelines (Aviation Regulation Act 2001). Payments for overseas trips are made directly to the tour operator, not to the school. For this reason, the school cannot arrange payment plans, except (on occasions) for savings for spending money or contingency collections. Any quibble over costs remains between the Parent / Guardian and the tour operator.

Inclusion of Students with Special Educational Needs.

The school recognises that students with special educational needs can greatly benefit from school trips. The enjoyment, health and safety of the student are considered to be of paramount importance.

Where students with special educational needs are involved in a group who are going on a school trip, it may be necessary for Parents / Guardians, Management and the Organising Teacher to discuss arrangements in advance, in order to ensure the enjoyment, health and safety of the student and the whole group, mindful of the specific strengths and vulnerabilities of the student.

Students who have access or shared access to a Special Needs Assistant (SNA) during the school day will be facilitated with SNA care as far as is practicable. Where possible, the designated SNA or a member of the school SNA Team will accompany the student for the full duration of a day trip.

The school is not obliged to provide SNA care on overnight trips. Where a student with access or shared access to SNA care wishes to participate in an overnight trip, the school is willing to consider alternative solutions proposed by Parents / Guardians eg the participation of the Parents of the student with special educational needs in the trip or the agreement of additional costs to enable the provision of SNA care. These proposals should be made to the Organising Teacher and Principal, in conjunction with the student's care team in school.

School Policy.

All school policy governs day and overnight trips. In particular, Parents / Guardians are reminded of the contents of the School Code of Behaviour for Students and the Illness and Administration of Medications Policy.

The Principal or Deputy Principal meets with a group before overnight trips to outline the School Code.

Specifically students traveling on overnight trips are reminded that smoking, drinking alcohol, using drugs or other banned substances, engaging in sexual activity, and behaviours which endanger their own safety or the safety of others are prohibited. Any transgressions of this nature will be sanctioned appropriately by the school on return.

Certain items can be freely and legally bought abroad, the possession and importation of which is an offence in Ireland. These include fireworks, knives, lasers etc. Students are not permitted to engage in activities not permitted on home soil. Any transgressions of this nature will be sanctioned appropriately by the school on return.

The Organising Teacher is responsible for investigating and recording breaches of the School Code. Breaches of the School Code will be referred to the Principal / Deputy Principal in a timely way. The Organising Teacher will remain in contact with the Principal during the trip and will inform the Principal of serious breaches of the School Code. If it becomes necessary to question

a student about a potentially serious matter, another adult be present. Serious breaches of the School Code may merit immediate sanction in the tour location (eg exclusion from activities) up to and including the student being sent home. In this case, the Parent / Guardian is responsible for all costs arising. Decisions around sanctions for serious breaches of the School Code will be made by the Organising Teacher, in conjunction with the Principal.

The Organising Teacher has the authority to sanction minor breaches of the School Code while on a trip or to refer the matter through the correct channels on return to school.

In relation to Data Protection and the use of images or recordings made of students, the school may need to retain photographic, audio or video records of elements of the trip for a number of purposes (verification, coursework, publicity.) The school will seek the permission of Parents / Guardians for the use of such images for publicity purposes.

Supervision of Trips.

The Principal retains responsibility for ensuring that adequate and appropriate supervision of students on trips is achieved. Decisions about which members of staff join a trip will depend on such factors as the size of the group, skill set of supervising teachers, gender balance, rotation of interested teachers and requirements specific to the particular trip.

The level of teacher supervision on trips will depend on the nature of the activity involved and the age of the students. Sufficient staffing to ensure the safety and welfare of the students and teachers will be agreed between the Principal and Organising Teacher when the trip is being planned.

On day trips, depending on the proximity of the venue and the age of the students involved, students may be permitted to go to and from the location of the excursion without teacher supervision. If this is the case, written permission will be requested of Parents / Guardians.

At least one supervising teacher will be on each bus travelling at all times. Sufficient supervision will be provided so that a teacher is available to accompany a student to emergency services, without inadequate supervision of the remaining students, should an emergency situation arise.

It is desirable that, in the case of trips abroad, at least one supervising teacher would be conversant in the language of the target country.

It is desirable that in the case of extended day or overnight trips, at least one supervising teacher would have first aid competence. Where this is not possible, teachers will be made

aware of protocols. A first aid kit will be provided on all trips. Please refer to Illness and Administration of Medications Policy.

Regular head counting and roll taking of students will take place, particularly when leaving a venue. Teachers will carry a list of all students and adults involved in the trip. The Organising Teacher will establish rendezvous points and advise students what to do if they become separated from the group. Remote supervision may take place on occasion, e.g. if students are on shopping trips, certain adventure activities, during parts of school exchanges. Parents will be notified of this in advance. Students are advised to stay in groups of at least 3 or 4 students. Adequate arrangements will be made re checking in with supervising teachers at certain times. Students are reminded of the importance of careful time keeping.

Teachers have a responsibility to ensure that students are behaving safely at all times, including at night (on overnight trips) and in all locations (including in bedrooms, changing rooms etc.) Should checks on bedrooms and changing rooms or similar be necessary, teachers will work in pairs. Students are bound by the house rules of the accommodation providers, including those of host families, B and Bs, hotels etc.

In certain circumstances, some elements of the School Code may be waived by the Principal or Deputy Principal during the trip, if appropriate. This will be communicated in writing to Parents / Guardians in advance eg uniform, use of mobile phone or recording equipment etc.

While the school retains the right to modify plans to itineraries as circumstances demand, Parents / Guardians accept that changes requested by students when on a trip cannot be considered (eg change of venue, visit to relative living close to a venue, attendance at particular religious service etc). Parents / Guardians are asked to consider this in advance of a trip.

Guidelines for use of Private Bus and other Transport Services.

Many school trips involve use of or hire of bus or other transport services. In all of these cases:

- Students must abide by instructions issued by drivers, airport / ferry / terminal staff etc,
- Students must have all documentation required with them; the Organising Teacher may handle this documentation for the student.
- Parents / Guardians are advised that it may not be possible to cater for students whose documentation (Passport / Visa etc) gives rise to particular circumstances at points of entry. This may preclude the student's participation in a trip.
- Each passenger will have her / his own individual seat.
- All coaches used by the school must have an up to date PSV License and Cert and adequate insurance.
- Emergency procedures will be indicated to students.
- Central aisles and access to exits must be kept clear at all times.

- Students are advised to remain seated facing forward and to refrain from unnecessary movement during the journey.
- Where seat belts or other safety features (eg life jackets, harnesses, helmets) are advised, these must be used.
- Students are responsible for their property while traveling and leave items on the vehicle at their own risk.
- Students are responsible for ensuring that they leave the vehicle tidy as they leave it.
- Students are advised to rest and eat healthily on travel days, particularly if they are prone to travel sickness.

Critical Incident.

Should a critical incident, as defined by the school's Critical Incident Policy, occur, the Organising Teacher will follow protocols agreed in that policy.

While, the Critical Incident Team will remain the primary agent for decision making in relation to the incident, it may be necessary for the Organising Teacher to make decisions for the security, welfare, safety and health of students. He / she does this in good faith.

The Critical Incident Team will coordinate with the Organising Teacher, and where necessary, delegate authority to the Organising Teacher for communicating with the relevant Parents / Guardians, medical services, consular and embassy personnel, police or other security services, school insurers, travel agent or tour operator.

Evaluation and review of this policy.

This policy will be developed, monitored and reviewed on an ongoing basis by the staff and ratified by the Board of Management.

The experience of students and their Parents / Guardians and staff on return from a trip can inform policy. Views and observations are invited on return.

School Management will accept feedback from staff, students and Parents / Guardians made through the proper use of the appropriate channels ie staff meetings, student committees and PSAC. This feedback will inform periodic evaluation of the policy by Management.

This policy will be reviewed again in 5 years. This policy was drawn up in September 2005 and reviewed most recently in 2016.

This policy is incorporated into the body of School Policy from the date of review.

Proposed date of further review: 2021

Signed: _____

Date: _____



Appendix 1.

List of Trips and Tours undertaken in St. Angela's School.

Note: this list is not exhaustive. Trips take place according to demand in curriculum, availability of teachers, relevance to the students, interest among students etc.

- Team building trips: Splashworld, cinema
- PE trips: surfing, residential trip to Delphi or similar
- Cycling trips: Waterford Greenway etc.
- Walking trips: St. Mullins, Comeragh Mountains, Waterford Ecopark, Viking Triangle
- Theatre visits
- Performance and competition: Feis Maitiu, Choral Festival, other schools etc
- Bayonne exchange and associated trips on return visit
- 4th Year Manchester trip
- Careers Exhibition / Open Days
- Tourism visits (local)
- Geography field trips: Tramore beach or similar
- Biology trip: Fota, The Burren or similar
- School Garden Trips
- Art exhibitions / gallery / Junk Kouture
- Local history walks / Dublin trip
- History trip abroad: Poland / Germany
- Encounter residential retreats
- Language and Culture based trips abroad: Barcelona, Paris or similar
- Team related trips: matches, competition or tournaments away

Appendix 2
Sample Letter to Parent / Guardian (Day Trip).



**St. Angela's School,
Ursuline Convent,
Waterford.**

Tel: 051-876510

Fax: 051-879022

Email: office@ursulinewaterford.ie

March 1st 2016

Dear Parent / Guardian,

Your daughter will participate in her Geography coursework task this week. (Ms.X's class on Tuesday, Ms. Y's class on Wednesday, Mr. Z's class split between Tuesday and Wednesday). This is a compulsory part of your daughter's Leaving Certificate Geography programme. There will not be an option to do this work on any other date.

Students may wear their own suitable clothing to class at 9.00. They are excused from class at 9.40. Raingear, wellington boots and an old towel will be necessary once the students leave the school; the students will most likely get wet on the beach. Students will return to school in time for lunch and will be required to attend afternoon classes in full uniform. They will not require spending money.

Please inform the school in writing (below) if there are any special circumstances which may impact on your daughter's participation in this trip (health matters etc.).

A bus has been hired, at a cost of €3.10 per student. Usual school rules apply. However, for the purposes of the coursework which will be carried out, students may bring their mobile phones. They do so at their own risk.

Please fill out the permission slip below and return it to your daughter's Geography teacher by the end of the week.

Yours sincerely,

Caitriona Morgan-O'Brien

Caitriona Morgan-O'Brien,
Acting Principal.

Appendix 3
St. Angela's School Sample Permission Slip.



Dear Teacher,

My daughter has permission to attend for Geography coursework during the week of X March.
I enclose €3.10 for bus.

I draw your attention to the following information in relation to my daughter (please include information re health matters, requests relating to travel arrangement and other pertinent information):

I accept the terms of the School Code of Behaviour and the School Tour Policy.

I do do not give permission for my daughter's image to be used for publicity purposes following this event. I agree that audio, video and photographic images may be stored for record / verification / coursework purposes.

Signed: _____
Parent / Guardian Student Name

Date: _____



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 days 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.

For School Tour File

St. Angela's School, Waterford. Details of School Tour

Name of School	Address	Roll No.
St. Angela's School	Ursuline Convent, Waterford	64990D
Proposed Tour Dates		
From	To	Number of School Days
_ / _ / _	_ / _ / _	
Brief Outline of Tour:		
Number of Students Participating	Details of other schools also on site, where appropriate	
If some students are not participating, outline the reasons why:		
Expected benefit to accrue from the tour:		

Adults accompanying the students plus contact details

Organising Teacher	Other teachers	Other adults

Name and contact details of Tour Operator / Transport Provider

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Accommodation Details

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Confirmations for completion by Organising Teacher and Principal

Board of Management informed (overnight trips)	Yes:	No:
Appropriate arrangements are made in accordance with Circular PPT 01/03 for those classes whose teachers are absent with the tour	Yes:	No:
Adequate insurance is in place to cover all risks while on tour	Yes:	No:
Written Parental permission has been secured for each student who is to participate on the tour.	Yes:	No:
Itinerary outlined for Parents / Guardians	Yes:	No:
Costs outlined for Parents / Guardians	Yes:	No:
Request for medical information made	Yes:	No:
Provisions of School Code of Behaviour for Students outlined	Yes:	No:
Parents / Guardians of Special Needs Students consulted	Yes:	No:
Full list of participating students given to Office for attendance purposes	Yes:	No:

Signature of Principal: _____ **Date:** _____



ANNO DOMINI 1877
SOCIÉTÉ LAÏQUE DE JEFFERSON, ALABAMA
GRAND TITIAL DE JEFFERSON, ALABAMA