



Coláiste Iognáid S.J.

Bóthar na Mara, Gaillimh

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International School Tour Policy

LINK TO MISSION STATEMENT

Coláiste Iognáid aspires to be a community wherein mutual respect, cooperation and justice are integral features. The school's ethos seeks to develop each student's religious, moral, social, intellectual and cultural sensibilities. Our Ignatian Vision guides procedures and processes within the school. Cura personalis is one of the defining features of the ethos of the college where each student will be cared for. The unique character of each person is acknowledged and valued. One of the central aspirations of the college is that we should be "people for others". All our policies are informed and guided by these principles.

INTRODUCTION BY THE BOARD OF MANAGEMENT

The Board of Management recognises the importance of School Tours and is fully committed to following the key principles of best practice in implementing this policy.

In developing this policy, we have given serious consideration to the democratic and child-centred principles of the school. The establishment of a sound learning environment at school and classroom level is critical to effective teaching and learning.

This policy document sets out procedures to be applied to support students and staff in the school.

RATIONALE

Planning & Approval

1. Introduction

1.1 Purpose of the policy

Foreign tours take place as a result of the dedication of staff and their willingness to give up holiday time in order to further students' development. The Board is anxious to encourage such trips and not to place an excessive administrative burden on staff. However, it is essential to ensure that all tours are:

- organised in manner which is compliant with the law.

- self-funded and fully transparent with regard to financing.
- organised in a manner which complies with insurance requirements.

1.2 *What does it cover*

The policy covers all trips outside the Republic of Ireland involving students of Coláiste Iognáid where the trip is organised by Coláiste Iognáid staff and sanctioned by the College Board.

2. Purpose of the Trip

The objective of a tour should be to provide a significant benefit in the educational, intellectual, cultural and social development of the maximum number of pupils in the particular years(s) taking part in the tour which cannot be provided by in-school activities alone. In order to ensure that the tour complies with this objective the organiser(s) should, before seeking approval for the tour, prepare a brief written statement outlining the tour's objectives.

3. Approval

All tours must be approved by the Principal on behalf of the Board before any bookings are made. To obtain approval the organiser(s) should supply:

- A copy of the document at (2) above
- Estimate of the number of students
- Estimate of the number of staff
- Information on the manner in which the trip will be promoted and participants selected
- Financial Plan covering all expenses and how this is recovered from the pupils

4. Oversubscription

All students who are interested in joining the tour should send a written expression of interest (application) to the organising teacher, generally via e-mail. The application should include the reason why the student is willing to join the tour.

- An expression of interest to the organising teacher is not a guarantee of a place.
- In the event that the tour is undersubscribed it will not go ahead.
- In the event that it is oversubscribed the following process will be followed:
 - All applications will be evaluated by the organising teacher(s). If the tour is part of a project which requires previous in-school work, participation and commitment to the various aspects of the project before the school tour takes place will be considered.
 - If after considering all aspects above (applications and project involvement) the number of eligible participants still exceeds the number of places, agreed applicants will be entered into a draw and a number corresponding to the number of available places will be drawn and offered a place.
 - The remaining names will be retained and should a place become available another draw will be held to fill that place / places. So as not to raise expectations no waiting list of names will operate.
 - If offered a place on a trip any deposit (normally non-refundable) must be paid to the tour operator by a designated date and a consent form completed by the parent or guardian. Failure to complete this process on time will result in the place being reallocated.

Budget, Booking & Pre-departure

5. Booking

All school tours travelling outside the Republic of Ireland must be booked through a bonded licensed travel agent or tour operator.

6. European Health Insurance Card

All students are entitled to obtain an EHIC. Possession of this card can avoid considerable medical costs in the event of accident or illness. Each student must provide evidence that (s)he has a card and be required to carry the card with him/her on the trip.

7. Parents and Pupils information

The trip organisers must obtain and carry with them the following information.

- List of parents' names and phone numbers. (available via Compass)
- List of allergies, illnesses, food preferences. Anything serious to be discussed with parents and the Principal and the discussion noted.
- Copy of the insurance policy.
- Copy of contract with the tour operator.

In applying to be participate in a tour, parents agree to the collection and retention of data necessary for pupil safety for the duration of the trip.

8. Information to be supplied to the school prior to departure.

Before leaving the Principal will be provided with the following information in writing:

- Details of itinerary.
- Contact information for group leader and all supervising teachers.
- List of pupils' names and their parents' names and phone numbers.
- List of allergies, illnesses, food preferences.
- Copy of the insurance policy.
- Copy of contract with the tour operator.

9. Immigration

- Group organisers must obtain a list of pupils' passport numbers and expiry date and name on passport. If a passport is due to expire in less than three months after the trip the parents should be advised to renew the passport in advance of travel.
- Organisers will check that the booking is in the name on the passport.
- The written consent of each parent for their child to travel should be obtained. This must be carried on the tour as it may be sought be immigration either in the country visited or in Dublin airport.

10. Insurance

Organisers always ensure they have a contact number of the tour operator and the trip insurers in the event of an emergency or a flight cancellation.

11. Ratio of staff to students

A minimum ratio of 1:10 will apply for foreign trips. This may be reduced if deemed appropriate for the type of trip. A min of two adults must be present regardless of student numbers.

12. Staff Accommodation

Unless they choose otherwise each staff member should have private rooms

13. Expenses

A Supervision Allowance may be paid but it must be built into the charges to the students. A fund not greater than €250 may be obtained from the Finance Office to cover contingencies. If the contingency fund is not used it is to be returned. Any spend must be receipted.

On the Trip

14. During the Trip

- a. Regular roll calls will take place during the trip. It is important that when asked to do so that students remain in their designated group during the day and arrive on time for roll calls. Students are not permitted to leave the group unless they have been given permission by a leader to do so.
- b. Pupils are obliged to treat people with respect throughout the trip. This includes teachers / organisers/ leaders / drivers / tour guides and anybody they may encounter during the trip.
- c. The Code of Behaviour will apply at all times throughout the trip. School sanctions as outlined in the journal will apply. If for any reason, it is considered necessary to repatriate a student for Behaviour or Health & Safety reasons, this shall be the decision of the Principal. The decision of the Principal will be final and parents will be liable for the costs associated with bringing a student home except in cases where repatriation is covered by travel insurance.
- d. Students are expected to dress appropriately for the duration of school trips. Students are expected to show due regard for the cultural environment and norms of a particular country. Students are expected to show respect through how they present themselves. Should special clothing be required for a cultural / sporting event, we will do our best to let students know in advance.
- e. Students will be expected to attend meal times unless they have been given permission by a leader not to attend. It is desirable that students would not use mobile phones at mealtimes. The leader(s) will outline clear expectations in this regard in advance of the trip.
- f. It is the student's responsibility to take care of their own possessions during the school trip to include mobile phones, money etc. We encourage students to take every necessary precaution in this regard.
- g. Students are expected to participate, relative to their ability, in the activity schedule when away on a school trip.

- h. In the case where students are given permission to be unaccompanied for a specified period of time for a specified activity, students should always travel in groups (minimum of 3). During this time students are expected to treat each other and their surroundings with respect and school rules apply.
- i. All students must ensure that accommodation is kept clean and tidy. Similarly it is each student's responsibility to keep the bus or other form of transport clean, tidy and free of litter.
- j. Save in compelling circumstances, no staff member or volunteer shall accompany a child alone on a journey in a car without a standard parental consent form. Such compelling circumstances will be taken to exist where it can reasonably be judged that the safety or well-being of the child requires that such a journey be undertaken notwithstanding it shall seek to have the presence of a second child or where this is not possible shall notify the Principal in writing of the fact that the journey in question was undertaken and the reason why it was judged necessary.
- k. The school Child Safeguarding Statement will be complied with in the event of a pupil protection matter arising. (Refer to Child Protection Policy and Procedures).
- l. Being in the possession of or consumption of alcohol or any other behaviour altering substances in any form will be considered a serious violation of the Code of Behaviour. The Alcohol and Illegal Drugs Policy applies to all trips.
- m. Smoking or vaping is prohibited as per the school rules.
- n. Appropriate and well supervised sleeping arrangements will be put in place. Students are expected to adhere to bedtimes and 'lights out' times. Students are to remain in their rooms after this time.

Return

15. After the Trip

- a. The trip will be reviewed with attendees after the trip. This will be done in consultation with the senior management team.

16. Other

- A mobile number of tour leader or other nominated adult accompanying the tour must be supplied to parents before departure.
- Parents should be notified in advance of any unusual physical activity eg Ice skating, abseiling, zip lining which will form part of the tour.
- Staff should carry medication for minor ailments. However, if possible, no medication should be given to pupils without advising their parents in advance.
- The Administration of Medicines Policy applies.

POLICY PUBLICATION

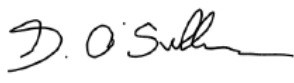
This policy was adopted by the Board of Management on 19/01/2023

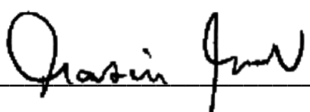
REVIEW

This policy has been made available to school personnel. The policy is published on the school website and is available to parents and pupils on hardcopy upon request. A copy of this policy will be made available to the Department and the patron if requested.

RATIFICATION

This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website and will otherwise be readily accessible to parents and pupils on request. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Signed: 
Principal

Signed: 
Chairperson of Board of Management

Date: 28 February 2023