

St. Patrick's Cathedral Grammar School



School Trip and School Tour Policy

March 2019

This policy applies to all members of the staff of St. Patrick's Cathedral Grammar School who take students off campus. It is applicable to the students participating in the activity (trip/tour or outing/ sporting or musical event) and to their parents/guardians.

This policy is devised in line with Child Protection Guidelines as set out in the school's Child Protection Policy to ensure the safety of all students and in line with the DES Child Protection Procedures for Primary and Post Primary Schools.

The Code of Behaviour of St Patrick's Cathedral Grammar School applies to all our students and relates to all school activities both during and outside of normal school hours; it applies both on and off the campus and anywhere students are clearly identified or identifiable as students of St. Patrick's Cathedral Grammar School.

- Before a student is accepted for an activity, his/her previous behaviour may be taken into consideration.
- Students and parents/guardians must read and sign the tour's Good Behaviour Contract. (Appendix)
- Parents/guardians will be notified, in advance via letter, email or text of all activities and both parents and the student must sign the appropriate consent form(s), where applicable (see appendix). In this way parents, students and teachers enter into a partnership promoting good and appropriate behaviour at all times.

Rationale for having tours/outings and the need for a relevant policy

- St. Patrick's Cathedral Grammar School aims to create an atmosphere that is conducive to learning in which we can help students reach their full potential and encourage them to strive for excellence in their academic studies and extra-curricular activities.
- St. Patrick's Cathedral Grammar School recognises that exposure to a variety of experiences and cultures are part of a holistic education.
- The curriculum content of some subjects requires field studies/tours/outings/recreational activities, which take place off campus.

- Tours assist in developing social skills and bonding between students, as well as providing teachers with an opportunity to get to know students in a non-classroom environment and to build links with the local community and other nationalities.
- There should be a balanced programme of outings and tours for the school year that does not prove too costly to parents and does not overburden the school timetable.
- All educational tours must be consistent with the rationale as specified by the Department of Education and Skills in Circular Letter M20/04. All reasonable efforts will be made to satisfy all of the criteria contained in this circular so as to assist staff in the planning of tours and outings so that they are aware of all necessary procedures that must be observed to provide for the health and safety of staff and students. It also ensures that tours and outings take place efficiently and smoothly and that the standard of supervision is firmly within guidelines and standards.
- To clarify expectations of behaviour for all tours and to outline the conditions whereby a student may be refused permission to be included on a trip.
- To involve all members of the school community in ratifying this policy on tours/outings in order to promote partnership, ownership and implementation of the policy.

Objectives

- That the health, safety and welfare of our students and staff is safeguarded by ensuring that reasonable care has been taken when considering the nature of the trip chosen, the level of supervision provided, the venue, the means of transportation, the demands on the physical ability of the students, having regard to their age and capacity, and the dangers to which they may be exposed.
- That students gain maximum educational benefit and enjoyment from all trips/outings. For example, school trips/outings should broaden each pupil's cultural and intellectual experience; foster independence, maturity and team building; enhance student's social skills; improve language acquisition skills; create positive memories of school; promote greater understanding between different cultures; encourage travel and studying abroad; promote involvement of all students; improve communication skills.

Contents of Policy:

1. Day Trips and activities within Ireland (including Northern Ireland).
2. School Tours and overnight trips, inside or outside the Republic of Ireland.
3. Appendices.

Please note that all appendices are available on the staffroom computer for completion and downloading. They will not be distributed to parents and students as part of the policy.

- Appendix 1: Day Trip Consent Form
- Appendix 2: Tour Proposal Form
- Appendix 3: Good Behaviour Contract
- Appendix 4: Letter of Consent
- Appendix 5: Health Form
- Appendix 6: Incident / Accident Report

Day Trips and activities within Ireland (including Northern Ireland).

- Day trips may take place during the school day and/or may extend beyond normal school hours.
- Day trips must have the approval of the Principal/Deputy Principal.
- Once the Principal/Deputy Principal has approved a trip, the organiser should:
 - a) In order to inform parents/guardians, prepare a permission letter home for the parents/ guardians and students to sign. The permission letter should also include a brief health form for students to note his/her medical conditions. This should be kept securely and disposed of in line with GDPR requirements once the activity has taken place.
 - b) Organise the relevant bus/transport.
 - c) Collect student contribution to the cost of the activity.
 - d) The staff member should include it in the monthly calendar and /or on the staff notice board.
 - e) Place a list of students participating in the trip on the Staff Notice Board and provide the secretarial staff with a copy.
 - f) On all day trips there must be an appropriate ratio between the number of students and the number of adults traveling. This ratio will vary depending on the nature of the trip and the age of the students traveling.
 - g) The School will always have the mobile/contact numbers of the Coach Company or staff involved in case of delays or any other occurrences.
 - h) 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/daughter's journey to/from the School.
 - i) Students will return to the school. Exceptions will be made on an individual basis where a note/contact has been obtained from parents / guardians in advance of alternative travel arrangements.
 - j) Bring a fully equipped first-aid kit.
 - k) If a minor accident occurs the organiser will treat it on the spot and report the incident to parents/guardians through the Student Journal or by phone call in addition to completing the Accident/Incident form.

- l) In the event of a serious accident; the organiser will ring a doctor/ambulance/or other mode of transport directly. The staff member(s) will contact the parents/guardians and the Principal/Deputy Principal with the details of the incident.

School Tours and overnight trips, inside or outside the Republic of Ireland.

- a) Staff who wish to take students on an overseas trip, must inform the Principal of the intended date(s) and nature of the activity and submit their request for approval to the Board of Management. Included in the proposal, should be the educational or other benefits that the students will derive from the trip.
- b) 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 and as recommended by the travel agency.
- c) Staff will act in a responsible manner having regard to the fact they are in the company of and responsible for the care of students.
- d) The initial letter to parents should contain a draft itinerary and deadline for registering and payment of non-refundable deposit to the tour company. Parents must be made aware that the organiser reserves the right to make minor changes to the itinerary.
- e) It is the responsibility of parents/guardians, in conjunction with students, to ensure that all documents necessary for travel abroad (e.g. passport/identity card/visa) are up to date and in order. The school will not take responsibility for a student whose personal documentation is not in order and who is prevented from travelling abroad as a result.
- f) Visas may be necessary for the destination and 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.
- g) Students must ensure they have a valid European Health Insurance Card for travel to countries in the EU.
- h) Parents should be informed in good time if there are any mandatory or recommended inoculations for the destination. It is important that parents realise that the onus is on them to make arrangements for their child to receive all necessary inoculations.
- i) Following receipt of the deposit, parents will receive the agreed Good Behaviour Contract which must be read and signed by all students and their parents/guardians. The organising teacher must ensure that adequate travel and school insurance is in place.

- j) The Permission Letter and all forms must be completed and returned to the organiser by the specified date. Details of accommodation, travel arrangements, any special local conditions, personal items that the student needs to bring, guidelines for spending money and money for extras such as meals and excursions will also be communicated to parents in advance of travel.
- k) Parents should inform the Tour Leader of any medical condition(s) of which the leader should be aware of to ensure the health and safety of all students while in the teachers' care. Parents should be made aware of their duty to inform the Tour Leader of any relevant health or safety issues which might affect their children.
- l) Students must attend all information meetings and co-operate with all requests pertaining to the trip.
- m) Mobile phone communication between teachers/supervisors and students on the trip may be necessary. A list should be made of participants' mobile phone numbers and students should have the mobile phone number of the trip leader – to be carried with them at all times while on the trip. A mobile phone is available from the school, as staff members must not give their personal mobile phone numbers to students.
- n) The trip organiser should have two emergency contact numbers; usually this will be the Principal and the Deputy Principal.
- o) If necessary two members of staff should carry out an inspection of rooms or personal property (bags, suitcases etc.) with the student present. This will only be done for good reasons based on reasonable grounds, such as concern for physical safety, suspected possession or use of a banned substance or other concerns.
- If a search is deemed necessary, the student should be asked to empty his/her own pockets, suitcase / bags or to search the clothing that he/she is wearing.
 - If a student is found to be in serious breach of any of the rules in the School's Code of Behaviour, the tour leader must contact the Principal immediately.
 - An Accident/Incident Report Form (see appendix) must be completed for all accidents or incidents which have occurred. Examples of reportable incidents include: use/possession of all banned substances, disruptive behaviour, lack of respect, theft or criminal damage.



St Patrick's Cathedral Grammar School

Day Trip Consent Form

School field-trips and tours offer valuable opportunities for students and staff. The success of such events depends, to a large extent, on responsible behaviour, co-operation and a willingness to join in positively.

Normal school rules and procedures will apply and pupils are expected to support the policies outlined in the Code of Behaviour. These trips often take place in unfamiliar locations and may involve an extra degree of risk. There may be some free time which will not be directly supervised. We anticipate the full co-operation of your son/daughter throughout the trip. However, it is important to understand the following: a pupil who is guilty of serious misconduct while on a trip e.g. consuming alcohol, drug abuse, involvement with any items prohibited in school, refusal to obey instructions etc. may be

- subject to disciplinary actions on the trip and/or upon returning to school
- prevented from participating in some aspect of the trip or tour
- sent home at the parents' expense
- subject to disciplinary measures, in accordance with the school's Code of Behaviour, including suspension and expulsion.

Medical - Please inform the group leader of any concerns or medical issues – asthma, medication, dietary or special needs

- Medical, dietary or special needs.....

NOTE- A member of staff may take a pupil to a doctor where it is deemed necessary.

Further information, where necessary, will be communicated to you in advance of the trip.

Signed agreement - We, the undersigned have read, understand and accept the principles included above.

Student Name (Block Capitals) Form

Signature Date

Parent/Guardian (Block Capitals)

Signature Date

Contact Numbers: Home: Mobile:



St. Patrick's Cathedral Grammar School

Tour Proposal Form

Dear Parent / Guardian,

I am proposing to organise a cultural and educational school trip to _____ for Form ____ students in _____ of next year. The trip would leave Dublin on _____ and return on _____. The *approximate* cost of the trip will be _____. The exact price depends on the number of students travelling. This cost includes;

In order to estimate the numbers interested in this trip a deposit of **€150** must be paid to the _____. This must be paid through their online payments method which can be found via the following link _____.

Please ensure this money is paid on or before _____. The unique reference number for this payment is _____.

The student's name, *as per passport*, and date of birth must also be submitted in order to process the payment and proceed with the booking. Please note that names must be correct at the time of booking otherwise name change fees will apply.

If there is adequate interest in the tour an additional deposit of €100 must be paid one month after the initial deposit. Please note that once the trip is confirmed ***all deposits are non-refundable*** and that the **final balance is due 10 weeks prior to departure**. However, if there is not sufficient interest in the trip the initial deposit of €150 will be refunded.

When you have paid this initial deposit of €150 to the School Tour Company, please detach and complete the slip below and return it to the school office on or before _____ along with a copy of your child's passport.

Yours faithfully,

(Tour Leader)

St. Patrick's Cathedral Grammar School

Form: _____ **Destination:** _____ **Dates:** _____

Student Name: _____

I have paid a deposit of €150 to the _____ for my child's school tour to _____. I understand that all money paid is non-refundable once the trip is confirmed.

Parent/Guardian signature: _____ Date: _____



St. Patrick's Cathedral Grammar School

Good Behaviour Contract

In order to ensure a safe and pleasant trip for all involved, we are asking students to:

- Follow directions from group leaders at all times.
- Be punctual at all times.
- Look after their property.
- Not interfere with the property of others.
- Refrain from smoking, alcoholic drink or illegal substances. (If on any medication at time of travelling we will require written advice on this from parent / guardian via the enclosed health form).
- To be considerate of other guests in the hotel and to leave the plane, hotel rooms and bus clean and tidy.
- To remain in their own room after curfew.
- Remember that each student is a representative of St. Patrick's Cathedral Grammar School and that School Rules apply at all times.
- Poor or irresponsible behaviour on this school trip will result in a student not being allowed to participate in school trips in the future.

Signature of Student: _____

Signature of Parent/Guardian: _____



St. Patrick's Cathedral Grammar School

Health Form

Student's Name: _____

Parent / Guardian _____

Address (during trip): _____

Phone Numbers (during trip):

Home _____ Work _____

Mobile(s) _____

Collection: Who will be collecting your child from Dublin airport, Terminal _____
at _____ on _____

Name: _____

Relationship: _____

Phone Numbers: Home _____ Mobile _____

Medical conditions that Staff should know about:

Allergies: _____

Medication: _____

G.P. Name _____ Phone No. _____

Any special dietary requirements: _____

If any medical procedure is required due to injury or illness, I consent to the staff member in charge authorising such procedures, if I cannot be contacted:

Signed: _____ Date: _____

I confirm that I have read the attached insurance letter.

Signed: _____ Date: _____



St. Patrick's Cathedral Grammar School

Letter of Consent

To Whom It May Concern;

I/We, _____ am/are the lawful guardian(s)/parental authority of _____ born on _____, passport number _____ traveling to _____ from Ireland, under the supervision of _____ and staff from St. Patrick's Cathedral Grammar School, St. Patrick's Close, Dublin 8.

I/We give our consent for the aforementioned child to travel to _____ departing on _____ and returning on _____.

Any questions regarding this consent can be directed to me using the following contact information:

Name: _____

Address: _____

Work Phone: _____

Mobile: _____

Email: _____

Thank you for your assistance in this matter.

Yours Sincerely,

Signature(s) _____

Printed Name(s) _____



St Patrick's Cathedral Grammar School

Incident / Accident Report Form

Name:

Time, date and location of incident/accident:

Description of how incident / accident occurred:

Apparent nature of injuries / damaged caused:

Action taken:

Who was informed and when?:

Witnesses to incident/accident:

Signed: _____

Date: _____