School Trips & Tours Policy

Of

Jesus & Mary Secondary School,

Gortnor Abbey

School Patrons: Le Chéile Schools Trust clg.

This policy was drafted in March 2018 and updated in November 2023. This Policy has been approved by the Board of Management.

Signed: _____
(Chairperson of Board of Management)

Signed: _____
(Principal)

Date: 8/6/26

Gortnor Abbey – Trips/Tours Policy

Our School is a Christian Community where there is mutual respect, co-operation and justice, and each student is given the opportunity to develop his/her own unique and special talents. To help us achieve our mission we expect each pupil to have a positive attitude by respecting themselves, others and their environment.

Introduction:

The staff of Gortnor Abbey organise trips and tours in Ireland and abroad which are of benefit educationally. These activities serve to significantly enrich both the academic curriculum taught in school and the social and personal development of those students participating in them. The purpose of the following information (rules, forms, contracts, etc.) is to assist the teacher(s)/group leader(s) when organising and leading any trip or tour and will maximise the health, safety and enjoyment of all.

Mobile Phone:

A school mobile phone is available for the group leader travelling on any trip or tour. The number of this phone will be given to all parents and students before the trip. The purpose of this phone is for parents of students travelling to contact the group leader **in case of emergency.**

It is expected that students will at all times behave in a respectful and courteous manner and that they will take note of and adhere to the practical advice outlined below

Trip/ Tour Definition:

For the purpose of this Policy a Trip/Tour is defined as an outing, sanctioned by the BOM, where students are engaging in approved activities for an agreed period of time. This may include but is not limited to day, overnight and overseas trips.

Approval:

1. The Tour Leader(s) must obtain permission from the Board of Management (BOM) to take students on a school tour. 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. If possible, permission should be sought from the September BOM meeting.
2. Prior to seeking permission, the Tour Leader(s) must enter into discussions with the Principal/Deputy Principal to ensure that the proposed tour dates do not impinge upon the normal teaching routine of the school year and a School Tour should be arranged to coincide with normal school holiday periods. This does not apply to the student exchange programme.

3. All school tours must conform to the criteria as set down in the Department of Education and Science circular M20/04 relating to Educational Tours by School Groups (inside and outside of the State).
4. Proper insurance cover must be in place.
5. In the event of an overseas trip, a licensed tour operator must be used.
6. Within two weeks of the Tour party's return, the Tour Leader should provide the BOM/Principal with a general, written report outlining:

- The achievements/success of the Tour.
- A completed Financial Statement.
- Details of any incidents which required the imposition of sanctions while on Tour
- An assessment of the School Tour Policy and suggestions for ways to improve or strengthen it prior to future School Tours.

Tour Team:

1. A Tour Team, led by the Tour Leader(s) should be put in place as soon as possible. A reserve list is advisable in case a member of the team should subsequently be unable to travel.
2. The Tour Team may come from different departments within the school structure. If a sufficient number of Team members are not available within the school, other adults wishing to travel may come from outside the school. Tour Team members may include: (a) Teaching Staff (b) Special Needs Assistants (c) Secretarial Staff (d) Caretaking Staff (e) Parents (f) Members of BOM (g) Staff Partners. Proper vetting procedures should be followed at all times.
3. The Tour Leader(s) should meet the full Tour Team at the outset so as to discuss individual duties. Ideally all members of the Tour Team should be involved in organising the tour, taking up duties in one of the following areas.

a. Tour Finances – the Tour Leader or Deputy Leader

b. Passport

c. European Health Insurance Card (EHIC) – any member of the Tour Team

d. The Tour Itinerary – cultural passes, internal tours – any member of the Tour Team

e. General needs – medical kit, home contact numbers, medical services' contacts in the area to be toured etc. – any member of the Tour Team.

f. Bring the school mobile phone on the tour.

Tour Finances:

All income and expenditure related to the Tour should conform fully to the accounting practices of the school and JMB FSSU Guideline 04-2007/2008 "Educational Tours by School Groups" and Circular M20/04. A full account of income and expenditure should, at reasonable notice, be available to the Principal and the BOM. The Tour Leader is responsible for the following Financial Procedures:

1. The Tour Leader must lodge through the Office into the school account. All money received should be accounted for with a receipt. At least two teachers should be involved in the financial administration of the school tour.
2. In the instance of an overseas trip all monies must be paid directly to the tour company.
3. Parents should be informed as early as possible of the full cost associated with the tour and the schedule of payment required.
4. When on tour the Tour Leader should keep receipts of all money spent.
5. If for whatever reason there is significant money left over at the end of the tour, it should be refunded to the students when they return to school. Students must sign for any refunded money and parents/guardians must acknowledge receipt of the refund in question.
6. On completion of the Tour and all associated financial transactions, the Tour Leader must provide the Principal and the BOM with a complete Financial Statement.
7. Any deficit or borrowing to support a school tour must be avoided at all costs.

Parents:

It is advisable that prior to departure a meeting of the parents of all students going on the Tour should be held. The following information should be given to parents at this meeting:

- A detailed itinerary – dates, times, locations, hotels, addresses, insurance, contact phone numbers etc.
- Advice on a reasonable daily allowance, in the currency of the country to be visited, for each student to bring.

Parents must sign and return the written consent form provided and provide full details of any medical concerns, allergies, etc. It is the responsibility of parents/guardians to ensure that a student has medication sufficient to last the entire Tour. 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, using the medical information supplied.

However, where possible parents/guardians will be contacted prior to medical intervention being provided.

Parents should note that injury or illness to a student may require a lesser supervision of remaining students on any trip should it be necessary for a teacher to accompany a student seeking medical attention.

Contact Information:

Parents will be provided with the number for the school should they need to contact the Tour Leader.

On Tour Supervision:

Prior to leaving each teacher should be assigned a small number of students and be known to the students as their Group Leader. If possible these groups should remain unchanged throughout the tour. It is the responsibility of each Group Leader to:

- Call his/her group together at specific times in busy areas (bus depots, airports etc.) ▪ Count the group members on and off planes, ships, trains, buses etc.
- Arrange specific meeting points and times to meet students when on day tours (city landmarks, cafes, ski slopes etc.)
- Liaise with parents where necessary

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.

It is not recommended that personnel other than current school staff are engaged in chaperoning or supervising students in their overnight accommodation although in certain instances this may be necessary. If there are plans to use anyone other than staff personnel in this capacity, the Tour Team member will require Garda clearance to do so before the tour takes place.

All supervision of students must meet Child Protection Guidelines.

Student Code of Behaviour:

The school's code of behaviour is to be observed by all students.

General:

1. All school rules apply as outlined in our code of behaviour and related policies.
2. Students are expected to wear full school uniform **unless told otherwise** by the supervisor. All students should note that while in or out of school uniform they are ambassadors for the school and should behave accordingly.
3. Students are expected to treat teachers/supervisors/instructors/tour guides with respect at all times.
4. Students are expected to be aware of their own safety at all times and also refrain from any activity or action which may endanger the safety of themselves and others.
5. Students are expected to communicate in a respectful manner. The use of bad language or rude phrasing is prohibited.
6. Students are encouraged to speak the language of their host country, if known.
7. Students are to remain with the group at all times, unless sanctioned by the supervisors. Students should never stray off on their own.
8. Students are responsible for the safeguarding of their own personal items i.e. phones, ipads, monies, etc.
9. The 'borrowing' of equipment allocated to another person is strictly forbidden unless permission has been given by a teacher and the other person concerned. This applies most strictly to hired equipment.
10. Students are expected to prepare adequately for the trip: i.e. pack recommended items, monies, access to required medication, etc.
11. Students are expected to be punctual for all roll calls and comply with set boundaries for lights out, bedtime, etc.
12. Students are expected to attend all set meals and participate in arranged activities and outings unless permission given by a teacher/supervisor.
13. Students may carry a mobile phone with them on trips. Any use of a technological device on a trip is governed by the schools' Technological Device Policy and the **Acceptable Use Policy**.

14. Teachers reserve the right to request students to show them the contents of their bags/pockets/ rooms at any time. Refusal to comply with any such request will result in a phone call to Parents/Guardians.

15. The possession, use or supply of alcohol/drugs/illegal substance/nicotine/nicotine related products on school trips is not acceptable. Any violation of the rules will result in immediate action.

16. Smoking/ Vaping is also prohibited under the school rules.

17. Students are also prohibited from carrying any item which may be considered dangerous to the wellbeing of others. Such items will be confiscated and returned to the Parent/ Guardian.

18. **FREE TIME:** During trips it is common for students to be given some free time. During such time students should always travel in groups (minimum 3). Under no circumstance should any student be alone. During this time students are expected to treat their surroundings with the utmost respect and are also expected to adhere to all the school rules applicable above.

Accommodation:

- Students will adhere to assigned arrangements for accommodation and follow the rules set down by the accommodation provider.
- Students should report any damage or issue with the accommodation observed on arrival to avoid incurring blame for such damage upon departure.
- Students will be liable for any damage caused to accommodation during their stay.
- Hotel rooms/apartments are to be kept clean and tidy at all times. Failure to do so may result in sanctions.
- Supervisors reserve the right to check on students in their accommodation at any time.
- It is forbidden for male students to enter the rooms of female students and for the female students to enter the rooms of male students.
- Students are not permitted to wear pyjamas outside of the assigned bedrooms.
- Students should be respectful of others in the room when sharing accommodation and be mindful in their behaviours not to disrupt others.

Sanctions on Tour/Trip:

Failure to comply with the rules of the trip will lead to sanctions which will be decided by the supervisors on the trip. Sanctions may include fines, loss of permission to attend certain activities, etc.

If a sanction is being imposed while on tour it will be communicated clearly to the student, recorded and filed upon return to school by the Tour Leader. Further sanctions may be imposed when the student (s) return to school according to the School's Code of Behaviour.

In the event of very serious incidents students may be sent home from the trip. In line with Child Protection Procedures, the parent (s)/guardian (s) of the student will have to travel to the tour destination to bring the student back. This is a cost that the parent (s)/guardian (s) will have to incur.

In the event of this happening, the parents/guardians will be informed and if necessary arrangements made for the offending student to travel home in line with Child Protection Guidelines. An account of the student (s) behaviour will be reported to the Principal/Deputy Principal on return to school.

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.

PARENTAL CONSENT FOR TRIPS/TOURS

Student Name	
Year/Class	TRANSITION YEAR
Location of Trip	BORMIO, ITALY
Organising Teacher	MR. J. MORAN
Departure date:	20/03/2026
Return date:	25/03/2026

I/ We agree to our son's/daughter's _____(student name) participation in the trip named above. I/ We have read the School Trips/ Tours Policy with our son/ daughter and accept all the terms of the trip as outlined in the policy, including responsibility for all potential associated costs.

Parent/ Guardian (1): _____
(Block Capitals)

Signature: _____ Date: _____

Contact no: _____

Parent/ Guardian (2): _____
(Block Capitals)

Signature: _____ Date: _____

Contact no: _____

MEDICAL INFORMATION

1. Does your son/daughter have any condition requiring medical treatment, including travel sickness and medication required? YES ☐ NO ☐

If YES, please provide details:

_____

_____

2. Does your son/daughter have any special dietary requirements which may cause an allergic or adverse reaction? YES ☐ NO ☐

If YES, please provide details:

_____

_____

1. Is your son/daughter allergic to any medication, including non-prescriptive medications? YES ☐ NO ☐

If YES, please provide details:

_____

_____

1. Has your son/daughter had a tetanus injection in the last four years?

YES ☐ NO ☐

1. Has your son/daughter had any surgical procedures to date?

YES ☐ NO ☐

If YES, please provide details:

_____

_____

1. Please provide any additional details which feel relevant regarding your sons/daughter's health and wellbeing.

If YES, please provide details:

_____

_____

I will inform the Tour Leader/ Principal as soon as possible of any changes in the medical or other circumstances of my son/daughter between now and the commencement of the journey.

Declaration

I/ We agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided. I further agree that supervisors, under the direction of the Tour Leader, may administer non-prescriptive medications in accordance with the manufacturer's instructions.

Parent/ Guardian: _____ Date:_____

Parent/ Guardian: _____ Date: _____

Additional Emergency Contact:

In the event that the Parent (s)/ Guardian (s) cannot be reached, please provide details of an additional contact person:

Name: _____

Relationship: _____

Contact no: _____

STUDENT CONTRACT FOR TRIPS/TOURS

Please complete the details below and return your signed contract to the trip organiser.

Student Name	
Student Mobile No:	
Trip Details:	20/03/2026 to 25/03/2026 TY Ski Trip (Bormio, Italy)

Agreement:

- I agree to participate in and to make a positive contribution to the Gortnor Abbey school trip.
- I have read the School Trips/ Tours Policy and accept all of the terms outlined in relation to behaviour and I am fully aware of the standard of good behaviour and cooperation required from me at all times on the trip.

- I accept that any failure on my part to behave responsibly and adhere to the Code of Behaviour outlined in the School Trips/ Tours Policy may lead to appropriate sanctions including sanctions which may apply on my return home.
- I am also aware that a possible sanction for what is deemed unacceptable behaviour could result in my being sent home from the trip at a significant cost to my parent (s)/ guardian (s).
- I understand that failure to behave appropriately may have a bearing on my selection for future trips.

Student Signature	
Date	