

Presentation Secondary School Listowel

Co. Kerry



School Tours & Trips Policy

Date of policy adoption

This Policy was ratified by the Board of Management of Presentation Secondary School, Listowel

Signed Shane O'Donoghue Date 4/12/2025
Chairperson, Board of Management

Introduction

School Tour and Out of School Trips Policy

The policy is written in the context of Circular Letter M20/04 issued by the Department of Education and Skills which states that:

'The objective of an educational tour should be that it should provide a significant benefit to 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'. In this policy the term 'parent' is taken to include the term 'guardian'.

Scope

This policy applies to all staff members of Presentation Secondary School Listowel who take students off site, whether in the Republic of Ireland or abroad. It is also applicable to the students participating in the activity and to their parents/guardians.

This policy is formulated in the context of the school's Code of Behaviour but also takes account of the school's Acceptable Use Policy, Anti-Bullying Policy, Data Protection Policy, GDPR Requirements, Special Educational Needs and Inclusion Policy, Substance Use Policy, Safety and Health Policy, and other relevant school policies. These apply to all students and to all school-related activities which take place during or outside of normal school hours, whether or not an overnight stay is involved.

The policy applies both on and off the school grounds and anywhere students are clearly identified or identifiable as students of Presentation Secondary School Listowel.

Rationale

The school is committed to the holistic education of our students. We recognise that exposure to a range of experience and culture is part of a holistic education.

The curriculum content of some subjects requires field studies/trips/recreational and sporting activities which take place both on and off the school campus.

There are many benefits to school outings and tours. They assist in:

- broadening cultural and intellectual experiences;
- fostering independence, maturity and team-building;
- fostering inclusion (e.g. students with additional needs);
- enhancing students' social skills, thus supporting students' wellbeing;
- improving language acquisition and skills;
- promoting greater understanding among different cultures;
- helping teachers with an opportunity to get to know students in a non-classroom environment.

Aims of the Policy

The overall aims of the policy are:

- that the safety, health and welfare of the students are safeguarded by ensuring that reasonable care has been taken in the nature of the outing/tour chosen, the level of supervision provided, the venue, the means of transportation, the careful assessment of any dangers to which the students may be exposed and the demands on the physical resources of the students, having regard to their age and capacity;
- that staff are assisted in the planning of outings and tours;
- that outings and tours are managed efficiently and with a level of supervision clearly established within accepted guidelines;
- that expectations of behaviour are clarified for all outings and tours;
- that students meet clear criteria before they are deemed eligible to take part in certain out-of- school activities, and in particular any trips involving an overnight stay.

Procedures for Outings/Tours

A. Day Outings

Some examples of day excursions are:

- Field work associated with specific subjects such as Biology and Geography.
- History excursions.
- Visits to Art Galleries, Exhibitions, Museums, and Theatre visits.
- Careers Exhibitions and University Open Days.
- Debates.
- Concerts.
- Events in connection with programmes in the school.
- Sports events outside the school day e.g. Wednesday afternoon and Saturday matches
- Attendance at school sporting events in a supporting capacity.

1. Day outings may take place during the school day or may extend beyond normal school hours.
2. The approval of the Principal must be sought and as much notice as possible should be given in

writing.

3. The consent of the parents / guardians of students participating in the outing is required for any trip.

The Organiser will notify parents/guardians in advance of the outing, giving them all relevant details through Compass.

Full school uniform must be worn on trips within Ireland. Depending on the nature and purpose of the trip, the P.E. uniform may be worn. The Organiser will clarify this with the Principal in advance.

4. Where a student has a medical condition or pastoral care need, the school Organiser will communicate with parent/guardian to ensure needs of the student can be managed without compromising the health and safety of the student in question, the other students participating, or the itinerary of the trip. Each case will be considered on an individual basis by the outing Organiser and the Principal in consultation with the student and his/her parents.
5. Up-to-date medical information on students with allergies, epilepsy or other medical conditions must be supplied in writing to the school at the beginning of the academic year and in advance of an outing/tour. It is the parent/guardian's responsibility to provide updates on the condition should there be any changes.

Where a student uses an EpiPen / inhaler or other medical device these need to be declared to the outing/tour Organiser and arrangements made for their safe transport and safekeeping. Details should be supplied by parents/guardians on the Permission/Consent Form. Appendix 1

6. Where a student has particular access requirements or other special educational need, the outing Organiser will be responsible for liaising with the Principal, the relevant student(s), the relevant subject/class teachers, the Special Needs Assistant, the relevant parents, the destination business/college/organisation/tour operator, the taxi/coach business and any other organisation that may need to be involved (e.g. Irish Wheelchair Association/ Enable Ireland/Muscular Dystrophy Ireland) in order to ensure that no student, insofar as is practicable, is prevented from accessing or participating in an educational outing because of a disability or special educational need.
7. Throughout an educational outing the class teacher/subject teacher assumes responsibility for all students in his/her care, including students with Special Educational Needs. Where a class/subject teacher is not participating in the outing, the Organiser assumes such responsibility.
8. Before a student is allowed to go on an outing his/her record of behaviour in school or on previous outings will be taken into consideration. Priority is given in the first instance to those students whose record of behaviour in school is considered to be good/acceptable. This is done in consultation between the Organiser, Year Head and Principal. Where it is deemed that a student's behaviour record is poor/unacceptable, that student will not be permitted to participate in the day outing, and he/she and his/her parents will be informed of this. The Principal makes the final decision regarding who is permitted to participate in a school outing or tour (or the Board of Management, in the case of an appeal).

9. Once the Principal has approved a day outing, the Organiser will:

- inform students about the importance of wearing the correct school uniform and adhering to the Code of Behaviour and other school policies as they represent the school on the outing;
 - inform parents/guardians of the purpose, date and cost of the outing and parents will be required to complete Consent form (Appendix A)
 - log the outing event on Compass
12. There must be an appropriate ratio between the number of students and the number of staff travelling. This ratio will vary depending on the nature of the trip, the age of the students participating and the requirements of the host organisation. A ratio of one teacher to twelve students is normally adhered to, except where the Principal/Board of Management decide otherwise. On a private coach there should be at least one member of staff in addition to the driver.
13. Day outings may involve a financial cost to the student. In the case of financial difficulties, application for assistance may be made to the Principal by the Organiser on behalf of the student.
14. The Organiser and the school office will always have the contact numbers of the taxi/coach company, the destination organisations, the trip Organiser and any other staff members involved. The trip Organiser will ensure that he/she is in possession of a fully charged school mobile phone to facilitate ease of contact with the school in cases of delay or emergency.
15. Occasionally it may be suitable for Senior Cycle students (Fifth and Sixth Year students, and Transition Year students, in certain circumstances) to travel independently to and/or from an event. In such instances, the Organiser of the outing must advise parents in advance and receive written permission from the parents of these students. A member of staff should travel alone with a student only when specific parental permission has been obtained in writing or in the case of an emergency (e.g. ambulance or taxi for a wheelchair-bound student). If a student requires their SNA to be on a school outing this may be as part of, or ex quota at the discretion of the Principal.
16. It is the responsibility of parents to ensure that arrangements are in place for their child's travel to and from the school for outings that extend beyond normal school hours.
17. An Incident Report Form (Appendix II) must be completed by the Organiser/supervising teacher for all incidents which have occurred on an outing. Examples of reportable incidents include:
- Persistent lateness at rendezvous points;
 - Not staying with the group if instructed to do so;
 - Rudeness to teachers, SNAs, or others;
 - Causing harm/damage to a person or property, theft or behaviour that is likely to bring the student, his/her parents/the school into disrepute;
 - Serious breach of school rules.

This list is not exhaustive.

18. A Medical incident/Accident Report Form (Appendix III) must be completed by the Organiser/supervising teacher for all medical incidents/accidents which have occurred on an outing. Examples of reportable medical incidents/accidents include:

- Falls/trips causing pain/sprain/fracture/concussion;
- Cuts/bruising to a student's body;
- Fainting/panic attack/epileptic fit;
- Other non-fatal injury;
- Fatal injury.

This list is not exhaustive

19. The Organiser will, at all times, bring a First Aid Kit on the outing and associated activities. The kit will be returned promptly to the school office with the school mobile phone upon return.

B. *Sporting Outings*

1. Each team supervisor 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.
2. If a student is excused, with written permission, from all or part of a sporting outing the teacher must be informed in the normal manner.
3. At least two adults will travel with a team, unless due to exceptional circumstances this is not possible.
4. If a match happens to run into out of school hours or at the weekend, it is the responsibility of the parents/guardian to organize collection of their child from Presentation Secondary School Listowel.
5. If parents/guardians want to bring their daughter home from a match they must inform the teacher in charge of the group.
6. Sports excursions which involve an overnight stay are compliant with school policy as in section (C) of this document.

C. Overnight trips/trips outside of Ireland

Timing

1. Insofar as is practicable, outings and tours will take place at a time with no disruption to the arrangements for Classroom-Based Assessments or Assessment Tasks at Junior Cycle, or Oral/Aural/Practical/Mock Examinations at Senior Cycle.
2. The procedural requirements set out for day outings above also apply (e.g. recording and reporting incidents and accidents using the appropriate form etc.)

3. Members of staff who wish to take students on an overnight and or overseas tour must submit their request for approval and an outline of the proposed trip to the Principal and Board of Management.

Organisation

1. All tours outside of Ireland must be approved in principle by the Board of Management before any approach is made to students.
2. The following form must be completed and approved by the Board [Updated-PP-School-Tour-Template-Form.docx](#)
3. All tours should involve an educational or cultural content.
All tours outside the Republic of Ireland must be organised through a recognised tour operator.
Tour Organisers must ensure adequate insurance is in place.
4. The Organiser agrees with the principal the wording of the initial letter to be sent to parents/guardians regarding the tour.
5. Before a student with a medical condition or pastoral care need is allowed to participate in an outing or tour, the school authorities must be confident that the needs of the student can be managed without compromising the health and safety of the student in question, the other students participating, or the itinerary of the trip. Each case will be considered on an individual basis by the outing Organiser and the Principal in consultation with the student and his/her parents.
6. Up-to-date medical information on students with allergies, epilepsy or other medical conditions must be supplied in writing to the outing/tour Organiser when the final balance is being paid for outings or tours. Where a student uses an EpiPen / inhaler or other medical device these need to be declared to the outing/tour Organiser and arrangements made for their safe transport and safekeeping. Details should be supplied by parents on the Permission/Consent Form.
7. The Organiser will send the letter and Tour Application Form containing a brief outline of the tour, dates and costs of the tour, the deadline for applying, documentation required, the method and process of payment, and the payment of a non-refundable deposit. 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 sent to parents prior to departure or notified to parents at the meeting prior to the tour which participating students and their parents must attend. Parents will be made aware that the Organiser or the host organisation/Tour Operator reserves the right to make minor changes to the itinerary.
8. All tours outside the Republic of Ireland must adhere to the immigration requirements issued by the Department of Justice and Equality. The following documentation must be submitted in hard copy to the tour Organiser by the date specified in his/her letter to parents:

(See <http://www.inis.gov.ie/en/INIS/Pages/travel-with-children> for more details)

9. It is imperative that students' passports are in date. If any student has a passport that will be out of date in the six months leading up to the tour a new passport needs to be applied for early by the parent to ensure that the student possesses a valid passport in good time before the tour. Passports must also be valid for at least six months following the tour.
10. Visas may be necessary for the destination and some countries require them to be processed together as a group. 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.
11. Students must have their E111 or **European Health Insurance Card** for travel to countries in the EU. 11. It is important that parents understand that the onus is on them to ensure that their child has all necessary up-to-date documentation well in advance of the trip.
12. Parents will be informed by the Organiser in good time if there are any mandatory or recommended vaccinations required for the destination. It is important that parents understand that the onus is on them to make arrangements for their child to receive all the necessary vaccinations.
13. Adequate supervision should be provided and the staff travelling will be approved by the Board of management. The number of students and staff participating will depend on the nature of the outing/tour and the age of the students concerned.
14. Mobile phone communication between teachers and students on the outing/tour may be necessary.
15. Students will be given the mobile phone number of the school phone held by the Organiser - to be kept with them while on the trip. A mobile phone is available from the school for this purpose, as staff members are not permitted to give their personal mobile phone numbers to students. Students will be contacted via **MS Teams** regularly by the Staff on the tour.
16. Where a student with additional needs participates in a tour, the Organiser will liaise with the appropriate personnel (e.g. Taxi company/Coach Company/School Tour Company) to ensure adequate access and minimal risk, and that adequate supervision is in place to support a student/students with additional needs. The same communication process, as outlined for day outings, applies for tours outside the Republic of Ireland.
17. If a student has particular dietary requirements parents must inform the Organiser at the time of application, and suitable snacks should be supplied by the parents for that student if he/she is participating in the tour, subject to restrictions imposed by customs and border checks. Parents are advised to provide suitable dietary supplements e.g. snacks for students who have particular allergies/dietary requirements, subject to restrictions imposed by customs and border checks.
18. Priority is given also to those students whose record of behaviour in school is considered to be good/acceptable.
19. All school fees must be paid in advance before a parent can request a student to travel on an optional school tour

20. Attendance of 90% must be recorded before a trip abroad can be requested by a parent on behalf of a student except in the case of Medical certification of absence.
21. Where a student has been absent from school for medical reasons a medical report is required to confirm that the student is fit to travel on the school trip/ tour.
22. The Organiser will, at all times, bring a First Aid Kit on the tour and associated activities. The kit will be returned promptly to the school office with the school mobile phone upon return.
23. When making application for a student to participate in a school tour, this is done on the understanding that the parents making the application have read this Policy and that they agree to accept the selection process in full.
24. In the unlikely event that a student commits a serious breach of the school rules or policies, the Organiser reserves the right to send the student home immediately. The Organiser will liaise with the Principal and the student's parents on the matter and arrangements will be agreed for the return of the student to his/her parents, at the expense of the student's parents.

During the Tour

The school's Code of Behaviour, Bi Cinealta Policy and other relevant policies continue to apply throughout the tour, and students are expected to behave in a respectful and cooperative manner at all times. Should it be deemed necessary, two members of staff may carry out an inspection of rooms or personal property (bags, suitcases, mobile phone etc.) with the student present. This will only be done for good reason and on reasonable grounds, such as concern for safety, suspected possession or use of a banned substance or other concerns.

If a student is found to be in serious breach of the school's Code of Behaviour, the Organiser should contact the Principal and complete the Incident Report Form. If deemed necessary the parents will be informed.

No alcohol or illegal substances may be consumed on any school tour or trip.

Monitoring and Review

This policy will be monitored, reviewed and evaluated as necessary in consultation with the staff, students and parents of Presentation Secondary School Listowel.

This Policy was ratified by the Board of Management on:

Appendix 1

Out of school trips policy Presentation Listowel

Commitment

Once a student and her family register as part of an out of school trip, they are then committed to upholding all school policies while away.

Social Media.

It is the parents and guardians` responsibility to monitor the content of any social media accounts students may use: to ensure the content is in accordance with the School`s Code of Behaviour Acceptable Use, Mobile phone and Bí Cinealta Policies and not offensive in any way.

Photos

As with all school events, teachers will document the trip by taking photos of students participating in a variety of activities and posting them on the School website and social media sites as well as with write ups in the local media.

Appendix

General Out of School Trips Policy / Code of Behaviour for Participating students Presentation Listowel

I agree to:

- Respect my accommodation
- Cooperate with teachers and staff
- Keep my room/things tidy
- Have a clean and tidy appearance and wear appropriate clothing
- Be punctual
- Be polite
- Go to bed at allotted time
- Be responsible for my property

Travelling

- Be quiet and considerate when travelling
- Keep my seatbelt fastened when travelling

Communication with teachers

- Know where supervising teacher is at any given time and how to contact him/her and I will ensure that they know where I am
- Tell my teacher if there is anything worrying me, so they can help
- Alert the teacher if someone is missing or in difficulty or if I witness any inappropriate incidents

Attitude/Outlook

- Integrate fully with the arranged activities during the trip
- Be open minded and curious about the projects
- Be prepared to be flexible and open minded when faced with challenging situations
- Be kind to and cooperate with other members of the group
- Use social media during the trip in accordance with the school Social Media / Behaviour Policy
- Be an ambassador for my school and community

I understand that extended school rules apply. Misuse of mobile phones or technology, being unkind or unhelpful, or being involved with cigarettes, vapes, alcohol, or other illegal substances, activities of a sexual nature will lead to disciplinary action and may involve being sent home at my parents or guardians` expense.

Student`s name: _____

Signature of student: _____
Date: _____

AppendixMedical form

Medical information.

Please highlight below any medical needs or allergies your daughter may have.

Parent/Guardian signature: _____

Date: _____