



## Newport College

### **Educational Tours & Out of School Activities Policy**

Foreword: While this policy focuses mainly on the European school Tour, the guidelines outlined should be considered for all trips and outings organised in the name of the school.

#### **Rationale:**

This Policy has been drawn up in the context of Department of Education and Skills Circular Letter M 20/04 – Educational Tours by School Groups

*The purpose of tours and outings is to provide students with cultural, educational, spiritual and social development in a more suitable environment to enhance the experience*

#### **Proposals:**

All school outings are subject to approval on suitability and timing by the Principal. Proposals should be submitted well in advance with all details and costings outlined.

#### **European School Tour**

##### **Goals:**

- To create good/positive memories of school
- To foster independence and maturity
- To encourage travel providing greater understanding between different cultures
- To improve students with social skills, communication skills and life skills in general

##### **Inclusion:**

It is school policy to include all children in school tours. A decision on any exclusion rests with the Principal, Deputy Principal & Tour Leader.

##### **Tour Company:**

A chartered tour company will be used in the booking and organising of the proposed tour. The tour company in collaboration with the tour leader will be responsible for:

- The suitability of travel and accommodation arrangements
- Appropriate travel insurance for all travelling

##### **Timing**

The European school takes place at the end of October. This is to coincide with the Halloween break and cause minimal disruption to school.

##### **The Tour Leader:**

The role of tour leader is currently assigned on a voluntary basis.

## **Responsibilities of Tour Leader:**

- Keep accurate accounts including full details of income and expenditure on a yearly basis. Accounts will be overseen by the principal and checked annually by ETB.
- Work closely with the tour company to plan and organise the tour.
- Communicate regularly with parents keeping them informed of all developments during the planning stage. Hold an information evening for the parents shortly before the tour departs outlining expected discipline, costing, itinerary and contact information.
- Work in partnership with all teachers travelling on tour to ensure a safe and enjoyable tour for all travelling.
- Maintain contact with the principal during the tour and deliver a full detailed report to the principal on return from the tour outlining the achievements of the tour and any difficulties or problems which arose during the course of the tour.

## **Professional Responsibilities of Staff**

Teachers and school staff who volunteer to lead school tours and/or facilitate extra curricular activities do so in a professional capacity. The primary duty of teachers and school staff is to care for and insure the safety of all students on tour. Teachers and school staff *must adhere* to prescribed guidelines of co-operation for tours. Each attending member of staff must agree to these guidelines prior to departure on the school tour.

## **Guidelines for Staff**

- The teachers and school staff who attend school tour will be assigned a group of students (ratio of 1:8 approx) for which they will be responsible.
- The care provided for students must be of the same standard of that which the teachers and school staff provide in a school situation.
- To insure cohesion in the enforcement of discipline during the school tour, attending teachers and school staff must familiarise themselves with the school tour rules. Discipline must be enforced appropriately.
- In the case of a shortage in teaching staff volunteering to participate in the school tour, the shortfall in supervision may be provided by Special Needs Assistants (SNAs) and/or parents of students attending Newport College (as per Dept of Education guidelines on Educational Tours & Out of School Activities Policy M20/04). SNAs and parents will be invited to act as a group carer, working in partnership with a teacher facilitating an increased teacher/student ratio. SNAs and parents **must report** any arising disciplinary and/or other arising issues to a liaising teacher, for the teacher to deal with
- The tour itinerary should be arranged prior to departure on the trip. Attending teachers and school staff are welcome to contribute to the finalisation of the itinerary. Teachers and school staff must insure that all students attend each planned activity on the itinerary. The itinerary will not be subject to change for the duration of the trip unless the Tour Co-ordinator deems it necessary to do so.

- Teachers and school staff are required to attend to the care of students for the duration of the trip. Teachers and school staff will be on duty each day of the trip. Supervision at night will also be required and will be carried out on a rotation basis.
- Should a member of staff become ill or need to leave their group for any reason beyond their control, the unattended students will be distributed evenly among each remaining group leader.
- In special circumstances, the Tour Co-ordinator may be able to grant leave to a teacher or school staff member on request. This leave is subject to the approval of the Principal and he/she must be given notice of such a request prior to departure on the tour.
- While on tour, teachers and school staff must act in a responsible manner at all times, remembering that they are in the company of and are responsible for the care of the students of Newport College. Therefore the inappropriate use of alcohol, drugs or the engagement in any other activity which would compromise and/or inhibit the provision of care to students is forbidden.

### **Responsibility of Parents**

Parents are expected to help with preparing their child for the tour in a number of ways;

- Insure all payments are submitted on time for the tour.
- Working in partnership with the teachers monitoring and keeping in check student behaviour in school.
- Making sure all students have valid passports and EHIC cards to travel on tour
- Consent to the proposed rules and regulations for the tour and give signed acceptance of the discipline policy.
- Give details of student medical conditions. Written details of any medication required (including instructions on dosage/times) and parental permission to administer same.
- Attend planning night where all details are presented and discussed by Tour Leader, Teachers and Parents. (Itinerary/ Rules / Contact Details / Concerns)

### **Responsibility of Students**

- Only those students with a good record of behaviour in school will be allowed go on school outings.
- On occasion if the behaviour of a student is in question they may be asked to pay a good behaviour bond which will be fully refundable on return from the trip.
- Before students go on tour they must agree to the contract of behaviour as laid out in appendix 1
- School outings are designed to be both educational and enjoyable for both students and leaders. All students are asked to approach outings positively and in the spirit to which they intended.

## **Appendix 1 Contract of Behaviour**

### **Student Tour Rules/Parental Guidelines**

#### **Foreword:**

- A School Tour is an authorised School Activity
- All existing school rules must be adhered to rigidly by everyone. No exceptions will be made.
- The good conduct of all is crucial to the safety and overall success of a tour.

#### **General Conduct**

- Everyone must conduct themselves both in private and in public, in such a manner as not to give offence or annoyance to other people.
- Punctuality and consideration for others are essential.

#### **Attitude:**

- Students must travel in a spirit of genuine willing co-operation and accept that teachers are “in loco parentis”.
- Teachers will not accept moodiness, back answering or disrespect of any kind.

#### **Friends:**

- Bus seats and bedroom accommodation will, as far as possible, be allocated to friends.
- Teachers have the right to change pairs or groups where they deem necessary.

#### **School to School:**

- Travel arrangements are from “school to school”.
- Parents/Guardians must accept full responsibility for the punctual arrival and collection of their son/daughter from Newport College.

#### **Back Packs:**

- On departure from Newport College students will no longer have access to their cases and/or bags until arrival at the hotel.
- It is advised that students have a back pack or bag of some form to carry anything they wish to have access to during the day
- The same will apply on the return journey
- Students must carry on their person, at all times, the address of the hotel in which they are staying.
- Please note,
  - When sailing and not flying there is no weight restriction on bags but students are asked to pack wisely. Clothes for 3 days/Jacket/toiletries etc.
  - When flying there is a restriction of 15kgs which must be strictly adhered to. Any extra charges will be charged to the student while on tour.

#### **Supervision:**

- The party will be split into smaller manageable groups, each under the supervision of a teacher.
- The teacher will accompany the group at all times, in all activities.
- Students must participate fully in the entire range of group activities.

### **On the Coach**

- Time on the coach is for sightseeing, relaxing.
- Please listen to and follow all directions and rules given by teachers and the bus drivers.
- A plastic rubbish bag will be attached to each seat. Please use it so as to ensure the bus is kept clean.
- The same bus will be with us from the start to the finish of the tour.
- Cleanliness Bond of €500 per coach on return following inspection

### **Travelling by Sea/Plane:**

- Students with a history of being unwell when travelling are advised to take travel sickness tablets the morning of travel.
- Students will be allowed to walk around the boat/plane but they must follow some guidelines
  - Don't wander off alone
  - Don't enter restricted areas
  - Be extra vigilant
  - No running wild
  - Follow directions from all airline/ferry staff

### **At the Hotel:**

- Follow the hotel rules and please respect the culture of your host country.
- Do not leave money in your hotel room when out touring
- On checking out, be sure that all your property has been removed and that all rooms are clean and tidy and that all keys are returned.
- Any student found charging services to the room will be asked to pay on departure from the hotel

### **Sleeping:**

- Students are expected to be in their rooms and have lights out with quietness as instructed by teachers.
- Students are expected to sleep in allocated room
- A night warden is appointed to supervise the corridors and will report to the tour leader, room numbers where there is noise and/or general disturbance.
- Remember there will be many other paying residents outside of our tour group (with families) entitled to a good night's sleep

### **No Smoking – No Alcohol – No Drugs**

- Smoking is strictly prohibited at any time or location while on tour.
- Students must not enter licensed premises, consume alcohol, including wine or have any dealings of any kind with alcohol or drugs.
- Teachers have enough responsibility already to cope with and it is expected that senior pupils will set a good example for the younger members of the party.

### **Property:**

- It is part of the educational process for pupils to learn to look after their property.
- Take the serial number of valuables or better still, leave them at home. Take precautions against pickpockets, e.g. locks for ruck-sacks.

**Phones:**

- Students may bring their phones and indeed are encouraged to do so for their own safety and parents'/guardians' peace of mind.
- However, it may be expensive to call or text from Europe, depending what network or services you have signed up for.

**Malicious Damage:**

- Students who are responsible for malicious damage to hotel or coach property or to other student's or teacher's property must pay for the cost of repairs or replacement

**Health:**

- If a student is on regular medication, parents/guardians **must** let the tour leader know the details and ensure that their son/daughter brings more than enough medication.
- A spare prescription, extra tablets, inhalers etc. bearing the student's name may be given to the tour leader for safekeeping.
- All health information will be dealt with in a discreet and absolutely confidential manner.
- Medication must be carried by the student on their person
- No student may take medication of any type without the prior knowledge of the tour leader and the written consent of the parents.
- A teacher will be in charge of first aid and will distribute travel sickness tablets. A strict check will be kept on all tablets distributed.

**Purchases:****Students must not purchase or have on their possession:**

- |   |   |
|---|---|
| ▪ Cigarette lighters                            | ▪ Imitation guns (Pellet Guns)                |
| ▪ Flick combs                                   | ▪ Caps  |
| ▪ Flick knives                                  | ▪ Spray cans                                  |
| ▪ Pen knives                                    | ▪ Solvents of any kind                        |
| ▪ Martial art objects                           | ▪ Pornography                                 |
| ▪ Fireworks – including bangers<br>and rockets, | ▪ Any other offensive material of<br>any kind |
- Please keep receipts for all purchases
  - If in doubt do not buy. Students in breach of these rules will not be allowed participate in future school tours.
  - If students are found breaking any local law, they may be detained by the police.
  - All costs involved in their return home will be the responsibility of their parents/guardians.

**Procedure for Breach of Rules on Tour:**

**In the case of serious misbehaviour, we reserve the right to send the student in question home early accompanied by a teacher. Parents/Guardians will be responsible for any costs involved.**

**On Return to School:**

- A written report will be presented to the Principal by the Tour Leader.
- Parents/Guardians will be called to discuss the problem.

- Any serious misbehaviour may result in suspension from school.  
**We trust however, that such occurrences will not arise.**

**Conclusion:**

- In these rules and guidelines the Principal and participating teachers have anticipated as far as possible likely problems and dangers that might arise.
- We wish however, to stress that normally we find that on our tours, our students are mature, co-operative well behaved and good fun to be with.

I agree to abide by the rules and regulations as outlined in Appendix 1 of Newport College School Tour Policy.

Signed: \_\_\_\_\_(student)

We have read, understand and agree with the rules and regulations as outlined in Appendix 1 of Newport College School Tour Policy and permit our son/daughter \_\_\_\_\_(child's name) to participate in the school tour.

Signed: \_\_\_\_\_(parent/guardian)

\_\_\_\_\_(parent/guardian)

## Appendix 2

### School Outings Guidelines

Procedure for organising of any group outing from school (including debating, theatre visits, educational trips etc.)

- Permission must be sought and obtained for all trips. This is done by discussing the date, cost, number of pupils, mode of transport, departure and return times with the Principal or Deputy Principal.
- The cost of the trip must be covered by those participating students.
- In drawing up a list of participants, attention must be given to the behaviour record of applicants. The Year Head, in consultation with the Principal or Deputy Principal, may refuse any student permission to go on an outing, for previous serious misbehaviour.
- Details of the outing must be provided to the parents/guardians prior to departure.
- Written permission from parents/guardians is required for all outings from school by students (copies of the parental permission form are available from the front office).
- Parents/guardians must be made fully aware that a student may be sent home at his/her own expense if the behaviour of the student warrants it.
- Students must receive clear instructions before leaving the school on an outing as regards Code of Behaviour.
- Smoking, consuming chewing gum, possession of or consuming alcohol or any illegal substance is strictly forbidden on school outings. This should be stated clearly to all participants.
- A complete list of participating students must be given to the Principal or Deputy Principal.
- The wearing of the full school uniform is compulsory on all school outings, except with the expressed permission of the Principal or Deputy Principal.
- Any relevant forms, such as parental consent, should be kept on file by the organising teacher.

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