Coláiste Mhuire

Br. Ráth Tó,
B.Á.C. 7.

POLASAÍ TURAIS SCOILE
(ATHBHREITHNITHE AGUS DAINGNITHE 15-06-26)

Introduction

This policy must be followed on every occasion where students are taken out of the school.

1. School tours are only open to staff and students of Coláiste Mhuire.
2. Information about the tour must be given in advance to the Principal/Deputy Principal, along with the names of the teachers and students participating.
3. The persons taking the students out are responsible, as far as possible, for ensuring their safe return. On that basis, students are under the care of teachers during the school tour and must always follow their instructions. Where on-the-spot decisions are needed, the tour organiser will make such decisions in consultation with school management.
4. Parents must be informed about the tour in advance, and their consent must be obtained.
5. Parents/guardians are responsible for providing the tour leader with information regarding the student's health and dietary needs in advance.
6. The Principal reserves the right to deny a student a place on a tour on the grounds of Irish policy, behaviour or attendance.
7. A Risk Assessment must be undertaken depending on the trip and following a discussion with the Principal.
8. As outlined in the school's Code of Behaviour, students who persistently misbehave or commit a serious breach of school conduct rules will not be allowed to go on the tour. Neither the school nor the organiser will be liable as a result of this decision.
9. Parents will be informed that they must be contactable during the tour in the event of (i) an accident or emergency, or (ii) serious misconduct that may result in the student being sent home. In such cases, parents will bear the cost and will be responsible for collecting the student from the airport or another pre-arranged location.
10. Students guilty of serious misconduct during a school tour will not be permitted to attend any future tours.
11. If a household has not paid their school fees in full for the current school year that student/those students may not attend the overseas trip.
12. In the case of Transition Year students, if a household has not paid their Transition Year fees in full that student/those students may not attend the overseas trip.
13. For overnight trips, there must be at least one male and one female teacher present.

Overseas Trips

Procedures for organising an overseas tour:

1. Overseas tours for the following academic year will be discussed at the second staff meeting of the current year. At this meeting, expressions of interest from staff members will be welcomed. A decision will be made at this meeting regarding the tour option/destination.
2. A committee of three teachers will be formed at the meeting to organise the tour.

Teachers will be selected based on the following criteria:

- A link between the teacher's subject and the tour.
- The year group attending the tour and whether the teacher is a class tutor or year head.
- The teacher's experience in organising tours.

Responsibilities / Additional Information for Overseas or Overnight Tours

1. The following responsibilities rest with the committee:
   (i) Draft the tour itinerary
   (ii) Advertise the tour
   (iii) Confirm the tour cost (must be discussed with the Principal)
   (iv) Ensure the number of students meets the criteria outlined in this policy
   (v) Create a list of duties for teachers to ensure student/staff health and safety and assist in the smooth organisation of the tour.

Possible responsibilities include: collecting/distributing money (for Irish-based tours), leading a group of students, day and night supervision, collecting passports, gathering contact info for the group, and ensuring all students have a European Health Insurance Card. This list is not exhaustive.

2. **Only school staff may organise and supervise the tour. (If the tour is shared with another school, staff from both schools only will be involved in organising and supervision.)**

Staff places on the tour will be allocated under these conditions:

- Any staff member wishing to attend must submit their name to the committee before the deadline.
- The number of staff places will depend on student numbers. (For overseas tours other than skiing: one staff member per ten students. For skiing tours: one per twelve students.)
- If the number of interested staff exceeds available places, places will be allocated by lottery.
- Staff who accept a place on the tour must also accept the responsibilities outlined in section 1(v).

The School Tours Policy was reviewed and adopted on 01/10/25.

Date: 01-10-25

Signature: Feargal Ó Giollain

Feargal Ó Giolláin, **Chairperson of the Board of Management**