



Manor House School School Tours Policy

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Mission Statement

Manor House School is a Catholic Voluntary Secondary School for girls founded by the Poor Servants of the Mother of God (SMG). It is the ethos and educational philosophy of the SMG that inform the way we do things in our school. Manor House is under the stewardship of the Le Chéile Schools Trust.

The vision and values of the Servants of the Mother of God remains at the centre of the day to day life in our school. We aim to create an environment that demonstrates a concern for the welfare and good of others.

Manor House school aims to provide all its students with an academic programme appropriate to their needs within a caring and supportive environment. We aim to provide an education for all students which will embrace and develop their full human potential: personal, academic, physical, moral and religious.

We are proud of our school, its record of excellence and its ethos of care and concern for others.



What is a school tour?

A School Tour is defined as any group travel away from the school environment. It includes educational outings, day trips and overnight tours both within Ireland and abroad. In Manor House School, trips and outings are an integral part of our school life. They enhance classroom learning and add to the personal and social development of the student. The curricular content of many subjects requires field studies and various activities that take place outside the school environment. All these experiences provide our students with opportunities to develop interpersonal skills and to foster responsibility and maturity.

The Department of Education and Science, in Circular Letter M20/04, has devolved to the Board of Management the authorisation to grant approval for educational trips by school groups both within Ireland and abroad, subject to certain criteria. Permission for such trips is a matter for the Board of Management, subject to the recommendation of the Principal. The Principal may permit day trips and activities within Ireland without seeking formal approval by the Board however the Board will be informed about these trips. The Board of Management must approve all overnight trips and trips outside of Ireland. In granting approval, consideration will be given to:

- Conformity with the criteria in Circular Letter M20/04. See appendix 1
- The number of other proposed events to take place during the course of the year.
- The timing of the event and its effect on other school activities.
- The implications of the event for the normal teaching routine of the school.
- Ensuring that the timing of the trip does not negatively affect class contact time
- The suitability of travel and accommodation arrangements.

1. General Procedures for Day trips within Ireland

In Manor House School, day trips and outings are organised by staff members, on a voluntary basis in accordance with the Department of Education and Science guidelines as outlined in Circular Letter M20/04. These events may take place during the school day or may extend beyond school hours however, they do not involve any overnight stay. The following general procedures apply to day tours and outings:

- 1) Staff wishing to take any group or groups on a day trip must complete the School Trip Form at least two weeks before the proposed date. However, exceptions may apply as occasionally an educational opportunity may arise at short notice. (See appendix 2)

When approval has been given by the Principal, the tour coordinator should

- a) ensure staff are notified of the tour and the details are entered on the school calendar
 - b) check with the Year Head for any medical issues concerning the students involved
 - c) inform parents in writing or by email of the details of the trip
 - d) obtain parental permission in cases not covered by the general permission granted by parents on entry to Manor House School.
- 2) The tour leader must ensure that there are adequate arrangements for supervision of all students as well as appropriate insurance if required. The ratio of teachers to students is at the discretion of the Principal. This ratio will depend on the age and number of the students involved in addition to the nature of the trip. If a Special Needs Assistant is required on a school tour, the SNA may be part of the number of supervisors or ex quota, at the discretion of the Principal. The participation of particular students in a tour shall be at the discretion of the Principal and the Board of Management of Manor House School.
- 3) **In the interest of ensuring the health and safety of the student with additional needs, that of other students on the trip and the supervising teachers** parents/guardians of students with AEN (additional educational needs) and who receive Special Needs support as recognised by the Department of Education & Skills must inform the trip organiser/ Principal at the time of their application of the additional supports that would be required for the student to participate safely in the trip.. This gives the school authorities time to

consider whether it is possible to provide these required supports for the planned trip/activity. The inclusion of these students on the trip will then be considered on a case by case basis by the Principal.

- 4) The tour coordinator must ensure that the Vsware roll is taken and so that the correct attendance is recorded for that day.

5) The students and parents(s)/guardians(s) must be made aware that the school's Code of Behaviour applies on all school related activities and must abide by it. In addition, the students and parents(s)/guardians(s) must be acquainted in advance of the tour, with any particular rules, regulations and special requirements of that tour. Parents/ guardians should be given in advance an outline of the purpose, itinerary, dates and costs of the tour. Any incident occurring on a school trip or activity should be reported to the Principal on return

6. Students who have a history of inappropriate behaviour may be excluded from such Trips
7. In addition, there will be particular arrangements for supervision of students while on trips. These procedures are to ensure student safety. Parents and students will be informed in advance of these procedures and a commitment to comply with these procedures is a necessary requirement for a student to be considered for inclusion on the trip.
8. When day trips extend beyond the normal hours of the school day, it is the responsibility of the parents(s)/guardians(s) to ensure that arrangements are in place for their daughter's safe travel to and from school. In some cases, particularly with Senior Cycle students, it may be permitted to travel independently to and from an event.
9. The tour coordinator must have contact details of the parents(s)/guardians(s) of all of the students involved in case of delays or emergencies. Furthermore, the school authorities should have contact numbers of all staff members involved in addition to any other agencies involved such as coach companies etc.
10. If an accident or emergency of any kind occurs during the school trip, the Principal and parents must be notified as soon as possible, and an Accident Report Form must be completed by the tour coordinator. The tour coordinator will be responsible for ensuring that a full First Aid Kit will be brought on every tour.
11. Professional responsibilities of all staff: Staff must exercise an appropriate duty of care to all students. The Manor House Child Protection Guidelines and Protocols are central to this approach.

12. The number of students participating may vary depending on the nature of the trip
13. If a tour is oversubscribed, the organiser should have clear procedures on how this will be dealt with in the tour proposal form.

2. General Procedures for Overnight Tours within Ireland

In Manor House School, overnight tours within Ireland are organised by staff members, on a voluntary basis in accordance with the Department of Education and Science guidelines as outlined in Circular Letter M20/04. Permission for such trips is a matter for the Board of Management, subject to the recommendation of the Principal. The following general procedures apply to overnight tours within Ireland and all tours outside of Ireland:

- 1) Staff wishing to take any group or groups on an overnight trip within Ireland must complete the School Trip Form before the end of May during the previous academic year. However, exceptions may apply as occasionally an educational opportunity may arise at short notice. (See appendix 2).
- 2) Staff participation in the organisation / accompaniment of a school trip should be open to all interested staff and rotated annually if necessary.
- 3) Any overnight trip must be organised by a bonded travel agency or tour operator. Payments from students should be made directly to this travel agency or tour operator. Under **no** circumstances should payments be collected through the school. However, detailed records of deposits etc should be kept by the Tour Leader. This information should be kept securely in a central system in the school and be available to senior management / Board of Management.
- 4) When approval has been given by the Board of Management, the tour coordinator should
- 5) ensure staff are notified of the tour and the details are entered on the school calendar
- 6) check with the Year Head for any medical issues concerning the students involved

- 7) inform students and parents in writing or by email of the details of the proposed trip including the following:
- a detailed itinerary
 - information regarding accommodation
 - the cost of the trip
 - information on recommended clothing, pocket money, and personal items that may be required
 - a consent form to be signed by the parents(s)/guardians(s) regarding the Code of Behaviour and a commitment to abide by this code. In addition, parents(s)/guardians(s) will also be asked for information regarding any medical conditions their daughter may have, and to supply details of their own contact details.
- 8) **In the interest of ensuring the health and safety of the student with additional needs, that of other students on the trip and the supervising teachers** parents/guardians of students with AEN (additional educational needs) and who receive Special Needs support as recognised by the Department of Education & Skills must inform the trip organiser/ Principal at the time of their application of the additional supports that would be required for the student to participate safely in the trip.. This gives the school authorities time to consider whether it is possible to provide these required supports for the planned trip/activity. The inclusion of these students on the trip will then be considered on a case by case basis by the Principal.
- 5) Students will be issued with dates for the submission of the application form and the deposit, in addition to details of the remainder of the payments.
- 6) The tour leader must ensure that there are adequate arrangements for supervision of all students as well as appropriate insurance. The ratio of teachers to students is at the discretion of the Principal. This ratio will depend on the age and number of the students involved in addition to the nature of the trip. If a Special Needs Assistant is required on a school tour, the SNA may be part of the number of supervisors or ex quota, at the discretion of the Principal. The participation of particular students in a tour shall be at the discretion of the Principal and the Board of Management of Manor House School.
- 7) The students and parents(s)/guardians(s) must be made aware that the school's Code of Behaviour applies on all school related activities and must abide by it. In addition, the students and parents(s)/guardians(s) must be acquainted in advance of the tour, with any particular rules, regulations and special requirements of that tour.

- 8) If a student is found in serious breach of the Code of Behaviour, the Principal should be contacted immediately.
- 9) Students who have a history of inappropriate behaviour may be excluded from such Trips.
- 10) In addition, there will be particular arrangements for supervision of students while on trips. These procedures are to ensure student safety. Parents and students will be informed in advance of these procedures and a commitment to comply with these procedures is a necessary requirement for a student to be considered for inclusion on the trip.
- 11) In the case of all overnight tours within Ireland, it is the responsibility of the parents(s)/guardians(s) to ensure that arrangements are in place for their daughter's safe travel to and from school or the meeting location that applies.
- 12) The tour coordinator must have contact details of the parents(s)/guardians(s) of all of the students involved in case of delays or emergencies. The school authorities must have contact numbers of all staff members involved in addition to any other agencies involved such as coach companies, travel agencies etc.
Furthermore, the parents(s)/guardians(s) must be given the details of the school mobile phone number that is used specifically for school tours and must be carried at all times by the tour coordinator. This is to allow parents(s)/guardians(s) the ability to contact the tour coordinator throughout the tour should the need arise.
- 13) If an accident or emergency of any kind occurs during the school trip, the Principal must be notified immediately, and an Accident Report Form must be completed by the tour coordinator. The tour coordinator will be responsible for ensuring that a full First Aid Kit will be brought on every tour.
- 14) Professional responsibilities of all staff: Staff must exercise an appropriate duty of care to all students. The Manor House Child Protection Guidelines and Protocols are central to this approach
- 15) The number of students participating may vary depending on the nature of the trip
- 16) If a tour is oversubscribed, the organiser should have clear procedures on how this will be dealt with in the tour proposal form.

3. General Procedures for Tours outside of Ireland

In Manor House School, tours outside of Ireland are organised by staff members, on a voluntary basis in accordance with the Department of Education and Science guidelines as outlined in Circular Letter M20/04. Permission for such trips is a matter for the Board of Management, subject to the recommendation of the Principal. Student Amenity charge should be up to date in order to be considered for inclusion on a foreign trip. The following general procedures apply to overnight tours within Ireland and all tours outside of Ireland:

- 1) Staff wishing to take any group(s) on a trip outside of Ireland must complete the School Trip Form before the end of May during the previous academic year. However, exceptions may apply as occasionally an educational opportunity may arise at short notice.
(See appendix 2).
- 2) Staff participation in the organisation / accompaniment of a school trip should be open to all interested staff and rotated annually if necessary.
- 3) Any trip outside of Ireland must be organised by a bonded travel agency or tour operator. Payments from students should be made directly to this travel agency or tour operator. Under **no** circumstances should payments be collected through the school. However, detailed records of deposits etc should be kept by the Tour Leader. This information should be kept securely in a central system in the school and be available to senior management.
- 4) When approval has been given by the Board of Management, the tour coordinator should ensure all staff are notified of the tour and the details are entered on the school calendar, they can then proceed with the following steps:
 - a) Firstly, inform parents in writing or by email of the details of the proposed trip including the following:
 - a detailed itinerary
 - information regarding accommodation
 - the cost of the trip
 - information on recommended clothing, pocket money, and personal items that may be required

- b) Secondly, inform students and parents of the trip and look for expressions of interest, this would include:
- an application form (see appendix 2)
 - a consent form to be signed by the parents(s)/guardians(s) regarding the Code of Behaviour and a commitment to abide by this code. In addition, parents(s)/guardians(s) will also be asked for information regarding any medical conditions their daughter may have, and to supply details of their own contact details.
- c) Thirdly, having received these application forms the Tour Organiser should check with the Year Head for any medical issues concerning the students involved
- d) **In the interest of ensuring the health and safety of the student with additional needs, that of other students on the trip and the supervising teachers** parents/guardians of students with AEN (additional educational needs) and who receive Special Needs support as recognised by the Department of Education & Skills must inform the trip organiser/ Principal at the time of their application of the additional supports that would be required for the student to participate safely in the trip.. This gives the school authorities time to consider whether it is possible to provide these required supports for the planned trip/activity. The inclusion of these students on the trip will then be considered on a case by case basis by the Principal.
- 5) Students will be issued with dates for the submission of the application form and the deposit, in addition to details of the remainder of the payments. A photocopy of the student's passport must be included with the deposit. Passports must be valid for at least six months following the trip. In the case of students without an Irish passport, the tour leader must bring this to the attention of the Principal as soon as possible. This will allow time to consider issues which may arise, and, in so far as is practical, to address any difficulties which may occur.
- 6) The tour leader must ensure that there are adequate arrangements for supervision of all students as well as appropriate insurance. The ratio of teachers to students is at the discretion of the Principal. This ratio will depend on the age and number of the students involved in addition to the nature of the trip. If a Special Needs Assistant is required on a school tour, the SNA may be part of the number of supervisors or ex quota, at the discretion of the Principal. The participation of particular students in a tour shall be at the discretion of the Principal and the Board of Management of Manor House School.
- 7) The students and parents(s)/guardians(s) must be made aware that the school's Code of Behaviour applies on all school related activities and must abide by it. In addition,

the students and parents(s)/guardians(s) must be acquainted in advance of the tour, with any particular rules, regulations and special requirements of that tour.

- 8) If a student is found in serious breach of the Code of Behaviour, the Principal should be contacted immediately.
- 9) Students who have a history of inappropriate behaviour may be excluded from such Trips.
- 10) In addition, there will be particular arrangements for supervision of students while on trips. These procedures are to ensure student safety. Parents and students will be informed in advance of these procedures and a commitment to comply with these procedures is a necessary requirement for a student to be considered for inclusion on the trip.
- 11) In the case of all tours outside of Ireland, it is the responsibility of the parents(s)/guardians(s) to ensure that arrangements are in place for their daughter's safe travel to and from school or the meeting location that applies.
- 12) The tour coordinator must have contact details of the parents(s)/guardians(s) of all of the students involved in case of delays or emergencies. The school authorities must have contact numbers of all staff members involved in addition to any other agencies involved such as coach companies, travel agencies etc.
Furthermore, the parents(s)/guardians(s) must be given the details of the school mobile phone number that is used specifically for school tours and must be carried at all times by the tour coordinator. This is to allow parents(s)/guardians(s) the ability to contact the tour coordinator throughout the tour should the need arise.
- 13) If an accident or emergency of any kind occurs during the school trip, the Principal must be notified immediately, and an Accident Report Form must be completed by the tour coordinator. The tour coordinator will be responsible for ensuring that a full First Aid Kit will be brought on every tour.
- 14) Professional responsibilities of all staff: Staff must exercise an appropriate duty of care to all students. The Manor House Child Protection Guidelines and Protocols are central to this approach.
- 15) The number of students participating may vary depending on the nature of the trip
- 16) If a tour is oversubscribed, the organiser should have clear procedures on how this will be dealt with in the tour proposal form.

Appendix 1



Circular
Letter M 20 /04

To the Management Authorities of all Post Primary Schools

Educational Tours by School Groups (both inside and outside the State)

The objective of an educational tour should be that it should provide a significant benefit in 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. Where a Board of Management is satisfied that a school tour meets the above criteria, such a tour may be undertaken without seeking prior approval from the Department. However, the template attached as appendix 1 should be completed by the Principal in the planning of a school tour and should be retained in the school for examination by a Departmental Inspector in the course of normal school inspection.

Authorisation to grant approval for educational tours by school groups both inside and outside the State is hereby devolved to the school board of management subject to the following criteria ...

- School tours should be an extension and reinforcement of classroom activities and should be designed to include the maximum number of pupils in a class. The tour should, accordingly, enhance the learning process of as many pupils as possible by providing educational experiences which the classroom alone cannot provide.

- Tours should be planned, in consultation with parents, well in advance of tour dates and preferably before the start of the school year. The full cost of the tour should be communicated to parents at the planning stage. This will have the added advantage of facilitating financial preparation with a view to allowing maximum pupil participation. Every effort should be made to ensure that the cost involved does not prevent any pupil or group of pupils from participating in the tour.
- By international standards, the school year in Ireland has long holiday periods. Educational tours of more than one days duration should be arranged to coincide with normal school holiday periods.
- Schools should ensure that adequate insurance cover is in place and that written parental approval is obtained for each pupil to take part in the tour. Such written approval must not seek to devolve any liability to the parent for any aspect of the tour. (Boards of Management of Comprehensive and Community schools should refer to appendix 2 of this circular regarding State Indemnity cover for out-of-school educational activities)
- The Board of Management must ensure that pupils who are not participating in the tour (including pupils from other classes who will be affected by their subject teachers absence) are adequately catered for while their teachers are away on the tour. Appropriate arrangements should be made for the conduct of those teachers' classes in their absence in accordance with Circular PPT 01/03. Schools should on all occasions take into account the effect that the absence of accompanying teachers will have on the normal work in the school and numbers absent should be kept to the minimum level required.

Where school tours impinge upon the standard school year, the following guidelines are put forward as to the type of educational visit envisaged by the Department as acceptable for the purposes of regarding absence on such visits as school days:

- (a) Educational visit involving an exchange of groups of students with another school.
- (b) Educational visit involving attendance at a course of instruction.
- (c) Educational visit involving active participation in a music or drama festival.
- (d) Educational visit to a conference or exhibition of clear educational value (e.g. Young Scientist Exhibition, Higher Options Conference or Exhibition on Careers and Guidance Counselling)
- (e) An educational visit should be appropriate to the age group/grade concerned (e.g. The Higher Options Conference would be more appropriate for senior cycle students than for junior cycle students)
- (f) Educational visits (inside or outside the State) involving significant linguistic or cultural benefit to the maximum number of pupils.

This list is given by way of example and is not intended to be exhaustive.

This circular supersedes and replaces Circulars M87/78, M62/83, 12/79 and Circular Letter to the Boards of Comprehensive and Community schools entitled "Out of School Educational Activities within the State" and dated 19 February 1987.

Mathew Ryan
Principal Officer
Post Primary Administration.

Appendix 2

School Day Trip/ School Overnight Trip/ School Foreign Trip/Application Form

As required by Department of Education and Science Circular (M 20-2004) for approval by the Principal or Board of Management.

1. Type of Trip (Please Tick)

Day Trip ☐ Overnight Trip ☐ Trip outside Ireland ☐

2. Date of Departure_____ Date of Return_____

No of Days involved in the trip: _____

3. Brief Outline of the trip and its educational purpose

4. Estimated cost per student: _____

5. Organising Teacher: _____

6. Names of other teachers / SNAs accompanying the students on the trip.

7. Number of Students involved: _____

8. Year Groups/classes involved: _____

9. Any additional cost to School?

10. Transport Details (e.g. coach company and contact number)

11. Is wheelchair accessibility required? Yes ☐ NO ☐

12. Special Needs Requirements:

13. If some students are not participating, please give reasons.

14. What are the eligibility criteria for participating in the trip?

15. How will over subscription for the trip be dealt with?

16. What will be the benefits of the trip?

17. What arrangements have been put in place to ensure that Child Protection Guidelines are in place.

18. Any other information that the applicant feels is relevant that is not included in the above questions.

Appendix 3

ACCIDENT REPORT FORM

Insured Student's name _____

Student's Year and Class: _____

Student's Home Address _____

Describe the circumstances in which the accident happened:

Was the student under supervision or instruction at the time?

How was the matter dealt with?

Where precisely did the accident happen?

To what cause is the accident attributed?

Was occurrence due to negligence?

Names of witnesses of accident

Follow up action(s) taken (e.g. visit(s) to Doctor/ Hospital etc)

NO STAFF MEMBER MAY DISCUSS THE LIABILITY OF THE SCHOOL AUTHORITIES FOR AN ACCIDENT. PARENTS OR OTHER PERSONS CALLING TO THE SCHOOL WITH REGARD TO AN ACCIDENT SHOULD BE REFERRED TO THE PRINCIPAL AND /OR INSTRUCTED TO SUBMIT IN WRITING ANY CLAIM WHICH THEY CONSIDER THEY MAY HAVE AGAINST THE SCHOOL.

This policy was adopted by the Board of Management _____

Signed: _____

Date: _____

Chairperson of Board of Management

Signed: _____

Date: _____

Principal

Date: _____

