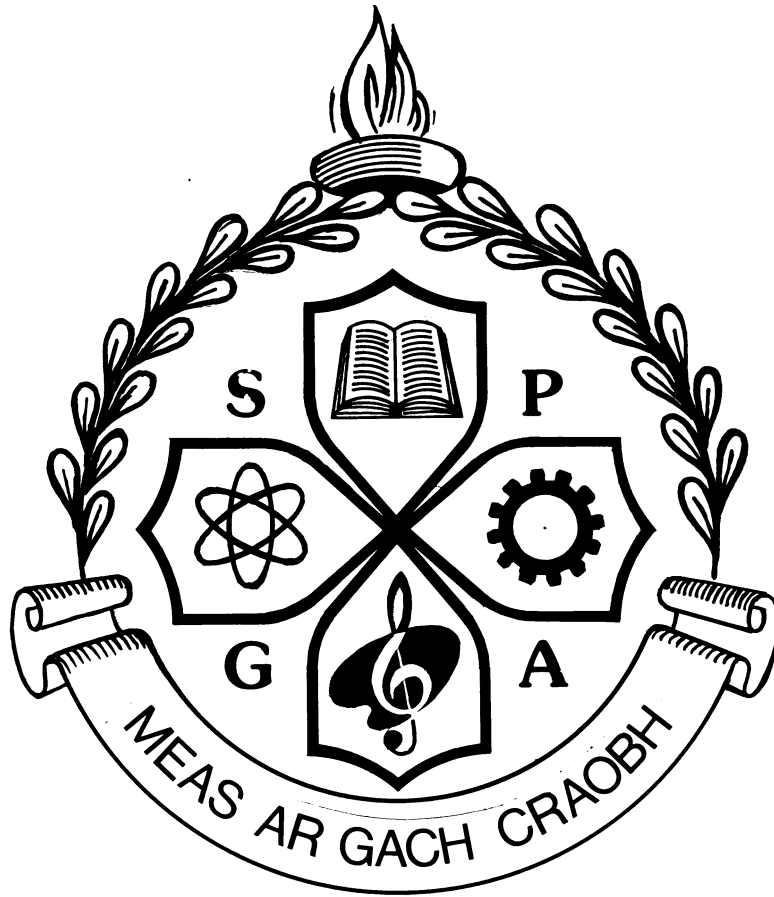


School Tours POLICY



Mayfield Community School

School Tours/ Class Trips Policy

Rationale:

School tours and class trips provide educational opportunities, which often cannot be provided in other ways. Tours provide students with opportunities to work together in a group preparing for the tour and to live and work together during the tour. School tours require careful planning and preparation if they are to be successful. They need to be conducted following clear guidelines. Some examples of tours are educational, sporting, cultural and leisure tours to Mainland Europe as well as Sports. Class trips within Ireland are covered within this policy.

Purposes:

1. To provide students with cultural, educational, and recreational opportunities outside the classroom in a variety of settings.
2. To provide clear guidelines for students, parents and staff on the procedures to be followed in organising activities.
3. To provide clear guidelines as to the manner in which those taking part in school activities are to conduct themselves.

Guidelines: School Tours, Class Trips

1. Any activity, which takes place in the name of the school, is under the control of the school.
2. Before any move is made to organise, permission to begin organising must be sought from the Board of Management.
3. The Board of Management before giving permission for the activity to proceed must be assured that:
 - It is staffed by an approved personnel and that there are adequate teaching staff for the tour
 - The finances will be well managed if appropriate.
 - The activity is suitable for the student
 - The timing of the tour is such that clashes with other school activities are kept to a minimum and ensures compliance with DES guidelines.
4. Members of group will be selected by the teacher(s) in charge and approved by the Principal if appropriate.
5. Non-Mayfield Community School personnel are ineligible to participate in tour/activities. Any such invited personnel will adhere to school policy.

Organisation, School Tours.

1. Finance: All accounts are to be administered within the school through the finance manager. The committee must approve payment of accounts. A treasurer's report must be presented to parents and the Board of Management at the conclusion of the tour. Fundraising - schemes need approval of the Principal and must follow the School Fundraising Policies.
2. Meetings: A minute of all decisions should be kept and a copy sent to the Principal. Records of all decisions and finances should be provided to school Principal.

Discipline, School Tours/Class Trips.

1. School rules apply in respect of general behaviour, consumption of alcohol or drugs and relationships with staff. Parents and students will read and sign the school's Code of Behaviour annually. If a student is to be billeted, a letter outlining the school's Tours and Drugs and Alcohol policies will be sent to the host schools in advance with a request that host families be informed of the school's policies before the students arrive.
2. **NB.** Students taking drugs or medication on prescription are to declare this to the staff member organising the tour prior to the commencement of the tour.
3. The staff member in charge is responsible for applying school rules and taking appropriate action when the rules are breached.
4. Any student going on a school trip, undertakes to obey staff members' instructions and to accept the decisions of the staff member in charge. Subject to the decision of the Principal/Deputy Principal students involved in Disciplinary issues of a serious nature will forfeit their place.
5. Should the teacher in charge decide that a student's behaviour is such that the student must leave the tour, the cost of transporting the student back to school is to be paid for by the student's parents/guardians.
6. Parents and other adults who are not staff members accompanying the tour will undertake to accept the authority of the teacher(s) in charge. If the teacher(s) in charge makes a ruling with which other adults disagree, then the matter should first be discussed with the teacher(s) in charge, and then with the Principal on return from the tour, if the problem cannot be resolved.
7. The teacher(s) in charge is acting on behalf of the Principal during the course of a tour. Should a situation arise during the tour when the action of a non-staff member adult compromises the good conduct and/or safety of the tour, then the teacher(s) in charge may ask that person to leave the tour group.

Uniform

In general students on activities would be expected to wear uniform. Certain activities should be excluded e.g. soccer internationals, paintballing. Out of uniform activities to be agreed between activity organiser and school Authorities.

APPENDIX:

SCHOOL TOURS – Mayfield Community School

1. Any tour which takes place in the name of the school is under the control of the school. Members of a touring group will be selected by the teacher(s) in charge and approved of by the Principal. Non-Mayfield Community School students are ineligible to tour, except by invitation of the Principal. Any such invited student will adhere to school policy, as if she/he were a student of this school.
2. School rules apply in respect of general behaviour, consumption of alcohol or drugs and relationships with staff. Parents will read the school's Drug and Alcohol Policy and discuss it with their child to ensure that it is understood. If a student is billeted, it is the student's responsibility to inform their host parents of this policy, in the event that drugs or alcohol are made available to them.
3. The staff member(s) in charge are responsible for applying school rules, and taking appropriate action when the rules are breached.
4. Any student agreeing to go on a school trip undertakes to obey staff members' instructions and accept the decisions of the staff member in charge. Subject to the decision of the Principal/Deputy Principal students involved in Disciplinary issues of a serious nature will forfeit their place on a school tour
5. Should the teacher in charge decide that a student's behaviour is such that the student must leave the tour, the cost of transporting the student back to school is to be paid for by the student's parents/guardians.
6. If a student on a trip has serious concerns about the management or decision making of the teacher in charge, these concerns should be taken up with the teacher in the first place, and then with the School Principal if the problem is not resolved.

T. Walsh, Principal, Secretary Board of Management

I have read and understand the above rules pertaining to school trips.

Signed: _____ Student

Signed: _____ Parent/Guardian