

Policy on Educational School Tours / Trips and Extra-Curricular Sporting Activities



1.1 Scope of the policy:

This policy applies to all members of the staff of Castlerea Community School who take students off site. It is applicable to the students participating in the activity and to their parents/guardians. The Code of Behaviour of Castlerea Community School applies to all students of the school and relates to all school activities both during and outside of normal school hours; it applies both on and off the school grounds and anywhere students are clearly identified or identifiable as students of the school.

1.2 Rationale for the policy:

- Castlerea Community School strives to provide an effective education service to all its students and is committed to the education, in the broadest sense of the word, of all students who attend the school.
- Castlerea Community School provides an academic and vocational education which also recognises that exposure to a variety of experiences and cultures is part of a holistic education.
- The curriculum content of some subjects requires field studies / tours / outings / recreational activities, which take place off site.
- Activities assist in developing social skills and bonding between students, as well as providing teachers with an opportunity to get to know students in a non-classroom environment and build links with the local community and with people of other nationalities.

- There will be a balanced programme of outings and tours for the school year that does not prove too costly to parents and does not overburden the school timetable.
- All educational tours must be consistent with the rationale as specified by the Department of Education and Skills in [Circular letter M20/04](#). " *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 students in the particular grade(s) taking part in the tour and which benefit cannot be provided by in-school activities alone*". All reasonable efforts will be made to satisfy all of the criteria contained in this circular.
- To assist staff in the planning of tours and outings, so that they are aware of all necessary procedures that must be observed to provide for the health and safety of staff and students. It also ensures that tours and outings take place efficiently and smoothly and that the standard of supervision is firmly within guidelines and standards.
- To clarify expectations of behaviour for all tours, trips and sporting activities.

1.3 Objectives:

- That the health, safety and welfare of our students is safeguarded by ensuring that reasonable care has been taken in the nature of the trip chosen, the level of supervision provided, the venue, the means of transportation and the careful assessment of any dangers to which the students may be exposed.
- That students gain maximum educational benefit and enjoyment from all trips / outings. For example, school trips / outings should broaden each pupil's cultural and intellectual experience; foster independence/maturity/team building; enhance student's social skills; improve language acquisition skills; create positive memories of school; promote greater understanding between different cultures; encourage travel / studying abroad; promote involvement of all students; improve communication skills.
- That staff are aware that the degree of care required of them should be that of a "careful parent" which would vary with the circumstances and the age of the students.

1.4 General information:

- The Code of Behaviour and the Anti-Bullying Policy apply to all outings / trips / tours / matches, whether or not they involve an overnight stay. In addition, other relevant school policies such as the Substance Misuse Policy and the Health & Safety Policy are applicable.
- It is advised that a full schedule of events be known and approved at the beginning of the school year in which they are to take place. Teachers who wish to undertake school

trips / tours should provide the Principal with a proposal for the operation of same. In the case of an overseas tour, there must be at least four months between the proposal of a school tour and the operation of a school tour.

- The Principal will grant approval for a school trip / tour on the consideration of the number of proposed events to take place during the course of the year, that the trip / tour conforms with the criteria of the Circular letter M20/04, the timing of the event, the implications for normal teaching and the suitability of the travel and accommodation arrangements.
- Careful planning is required for all trips and outings, so that all are aware of all necessary precautions which must be observed to provide for the health and safety of staff and students. It also ensures that trips and outings take place efficiently and smoothly and that the standard of supervision is firmly within guidelines and standards.
- The trip / tour organiser must ensure that the appropriate risk assessment form is completed and a copy provided to the Principal. Link to form in Appendix A.
- Before a student is accepted for any trip / outing, his / her previous behaviour will be taken into consideration. A record of breaches of the school's Code of Behaviour may disqualify a student from participating in a trip or outing.
- Parents / guardians will be notified, in advance, of all tours / outings and both parents / guardians and student should sign the appropriate consent form. In this way, parents / guardians, students and teachers enter into a partnership promoting good and appropriate behaviour at all times.
- All staff members have received adequate Child Protection training and are aware of the [Child Protection Procedures for Primary and Post-Primary Schools 2017](#) and what the school's duty of care is to the students.
- Parents / guardians who travel with students on buses will receive Child Protection training, be Garda Vetted and be aware of the [Child Protection Procedures for Primary and Post-Primary Schools 2017](#) and what the school's duty of care is to the students.
- Where possible, one adult of each gender should travel with a mixed group.

2 School Tours involving overnight stays, inside or outside the ROI (including exchange trips):

2.1 Roles and Responsibilities:

Board of Management:

- To ensure that the policy is developed and evaluated
- To approve the policy

Principal / Deputy Principal:

- To establish structures and procedures for the implementation of the policy
- To monitor and support the implementation of the policy
- To promote and foster school tours
- To decide on teachers accompanying students on the tour.

Tour leader:

- It is recommended that one teacher be nominated as the Tour Leader who will be expected to ensure that it is conducted in accordance with agreed standards.
- When the proposal is sanctioned by the Principal, the school tour organiser will inform the students and parents/guardians concerned. When numbers are confirmed she/he will invite staff members to join the team.
- It is important that all staff members have the opportunity to express an interest in accompanying on school tours.

2.2 Tour Team, organisation and planning:

- Tour Team: A Tour Team, lead by the Tour Leader should be put in place as soon as possible.
- Organising Roles: The Tour Leader should meet the full Tour Team at the outset to discuss possible individual duties.
- Risk Assessment: The Tour Team should meet to carry out a detailed risk assessment and fill in the appropriate risk assessment form for the proposed tour and provide a copy to the Principal. [Risk assessment form - school excursions](#)
- Planning Tour Supervision: Prior to leaving, each teacher should be assigned a small number of students and be known to the students as their Group Leader. If possible, these groups should remain unchanged throughout the tour. Students with specific needs will be allocated a specific member of staff to liaise with throughout the tour.

- Planning Tour Supervision Rota: The Tour Team will agree on a Supervision Rota for use in the various types of overnight accommodation used.

2.3 Prior to the Tour:

- Members of staff, who wish to take students on an overnight or overseas trip / tour, must submit their request for approval to the Principal. Included in the proposal, should be the educational or other benefits that the students will derive from the trip. See Appendix B.
- The Principal will then bring this proposal to the Board of Management for their consideration. Authorisation to grant approval for educational tours by school groups both inside and outside the State is devolved to the school board of management subject to the criteria as laid out in Circular M20/04.
- All trips outside Ireland must be organised by a fully licensed tour operator or travel agent, and include all aspects of the travel package including accommodation and other services.
- All monies must be paid directly to the tour operator or travel agent by the parent/guardian, not to school staff or tour leader.
- Full travel insurance must be in place for all staff and students travelling.
- Before a student with a serious medical condition or additional need is allowed to participate in a trip, 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 in consultation with parents / guardians. In certain cases, a family member may be requested to accompany the student, in which case this person must be fully Garda Vetted and will have responsibility only for their student. The full cost of this extra person is the sole responsibility of that person, including appropriate travel insurance.
- Fitness to travel certificates from medical personnel may be requested by the school or tour operator in some cases, if applicable.
- The number of students participating varies depending on the nature of the trip and the staff / student ratio will be appropriate to the age group. The DES lists a ratio of one adult to ten group members for all trips abroad.
- The initial letter to parents should contain a draft itinerary and deadline for registering and payment of a non-refundable deposit. Parents must be made aware that the organiser reserves the right to make minor changes to the itinerary.
- If a passport is required, a photocopy of the student's passport must be included with the application form. All passports must be valid for at least six months following the trip.

- Students must attend all information meetings and co-operate with all requests pertaining to the trip.
- 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 made available to parents / guardians.

2.4 Responsibility of Parents / Guardians:

- Parents / guardians will be required to complete and sign a Medical Information Form and this must be returned to the tour organiser by the specified date. See Appendix A.
- Visas may be necessary for the destination and some countries require them to be processed together. There may be an additional cost to secure a visa. Parents / guardians should be informed that students with non-EU passports may need visas for EU countries. It is the sole responsibility of the parent / guardian to obtain any such visa.
- Students must have their E111 or European Health Insurance Card for travel to countries in the EU.
- It is important to impress upon parents / guardians that the onus is on them to ensure that their son/daughter/care has all necessary up-to-date documentation well in advance of the trip.
- Parents / guardians should be informed in good time if there are any mandatory or recommended vaccinations for the destination. It is important that parents / guardians realise that the onus is on them to make arrangements for their son/daughter/care to receive all necessary vaccinations.
- To fully support all aspects of this policy and the Code of Behaviour for the duration of the trip.
- To understand the purpose of a school tour is educational and cannot be compared to a family holiday or any other school excursion.

2.5 Applying to travel on an overnight tour:

- Once the tour has been sanctioned by the Principal, the Tour Leader will disseminate all information pertaining to the trip to the target group of students.
- Students and their parents / guardians will be invited to apply to travel to the Tour Leader by a given date, which will be reviewed by the Tour Leader, Tour Team and school management.
- Only students who have an exemplary behavioural record will be allowed to participate in the tour. The school reserves the right to disallow a student from participation in a

school trip if the health and safety of the student or other students or teachers is at risk. Therefore, if a student has shown a poor attitude to the Code of Behaviour or has refused to co-operate with an investigation into breaches of discipline he or she will not be considered.

- Any student, who has committed a serious misdemeanour prior to departure date, or a series of breaches of the Code of Behaviour, notwithstanding that he/she may have paid in full for his/her ticket, will not be allowed to travel. Any monies paid by such a student will be forfeited.
- Where demand is greater than the number of places available, preference will be given to students who have attended CCS since 1st Yr. After this a lottery system or random selection may be used.
- Following the offer of a place on the tour, the student will be required to complete any relevant paperwork, submit a photocopy of passport (or photocopy of birth cert if no passport currently) and transfer the stated deposit to the Tour Company before all given dates.

2.6 Accommodation:

The proposed sleeping arrangements for students, staff and other support personnel will be clarified well in advance of the trip / tour. This will involve ensuring that:

- Single gender dormitories / rooms are used for students
- Students of similar age share. (It is not appropriate for an over 18 year old to share with a child under 18 years of age. It may not be appropriate for a child of 17 years of age to share with a 12 year old)
- Staff members will be accommodated in separate rooms from the students.

Health and safety issues relating to the accommodation such as emergency evacuation for upstairs rooms, accessibility of rooms and corridors for mobility of the students will be checked.

In the case of Foreign Language Exchange trips, teachers of Castlereagh Community School will liaise with organising teachers in the partner school to place students with suitable host families. Age of host student, interests, location from school may be taken into consideration in making such decisions.

2.7 During the Tour:

- Mindful of the DES Child Protection Procedures for Primary and Post-Primary Schools 2017, Teachers will act in a responsible manner (including the consumption of alcohol) having regard to the fact that they are in the company of and responsible for the care of

young adults. Teachers will maintain the same standards of care as apply in a school situation.

- Mobile phone communication between teachers/supervisors and students on the tour will be necessary. A list will be made of participants mobile phone numbers (as given on the permission form) and students will have the mobile phone number of the school mobile phone, which will be in the possession of the Tour Leader and will be carried with them at all times while on tour.
- The Tour Leader should have two emergency contact numbers for each student travelling and the contact details for the Principal and the Deputy Principal.
- Staff should never enter a dormitory / room without knocking first.
- In the event that it is necessary for a supervising teacher to enter a dormitory / room to check on students, it is imperative that the staff is of the same gender as the students in the dormitory / room. A loud knock should happen in advance of entering the room.
- If necessary, two members of staff should carry out inspections of rooms or personal property (bags, suitcases etc) with the student(s) present. This will only be done for good reasons based on reasonable ground, such as concern for physical safety, suspected possession or use of a banned substance or other concerns.
- Teachers reserve the right to enter hotel rooms and to check students luggage if it is deemed to be necessary. If a search is deemed necessary, the student should be asked to empty his/her own pockets, suitcase / bags or to search the clothing that he/she is wearing.
- Where sanctions are imposed, procedures shall be applied as per the school's Code of Behaviour.
- Should a student be guilty of minor misbehaviour, the incident should be dealt with in a swift and firm manner and a verbal warning may be all that is needed. The Tour Leader may however, feel that specific sanctions are required such as the student missing out on a specific activity eg. Bowling or a disco. If a sanction is being imposed it must be made clear to the student why it is being imposed. A student prevented from attending an activity will be supervised by a member of the Tour Team for the duration of the activity. Further sanctions may be imposed when the student returns to school eg. The student may be banned from involvement in future tours.
- If a student is found to be in serious breach of any of the expectations in the School Code of Behaviour, the staff member in charge will contact the Principal immediately.
- Following gross misconduct, a student may be sent home at parent's / guardians expense.
- In the case of a serious/criminal incident (shop lifting, a violent attack etc.) the parent(s)/guardian(s) and the Principal will be informed immediately and the matter will be handed over to the local police authorities.
- An accident/incident report form must be completed for all accidents or incidents which have occurred. Examples of reportable incidents include: persistent lateness at the

meeting point, not staying with the group, rudeness to teachers or serious breach of school rules, particularly in relation to alleged or proven alcohol or substance abuse.

- If a student becomes ill, he/she should, if necessary, be referred to a doctor or hospital as soon as possible and the parents / guardians notified immediately.

2.8 Responsibilities of students whilst on a school tour:

Students must:

- Follow the Code of Behaviour on school tours and adhere to the school expectations at all times.
- Be courteous to teachers and must carry out their instructions and abide by their decisions at all times. These decisions will be made in the interests of safety, organisation and efficiency of the tour as a whole. They must listen carefully to instructions at all times and work as part of the team looking out for each other and informing teachers of any issues which may arise.
- Obey all in-flight instructions regarding seatbelts, use of electronics etc. Do not move unnecessarily around the aircraft.
- Not purchase or have on their person any item which could cause major security delays.
- Not vacate the vicinity of the hotel/accommodation or bus at any stage without being accompanied by or with the consent of one of the teachers / supervisors.
- Not wander off or break away from the party without permission. Students must stay in groups of no less than three at all times and no student may wander off on his/her own. If the group has free time for shopping, they must remain together in groups of no less than three and must return to the appointed place on time.
- Show respect for all staff members and other students at all times.
- Participate fully in the activities of the tour.
- Not take any unnecessary risks or undertake any activity that they fear.
- Look out for anything that might hurt or threaten anyone in the group and tell the group leader about it.
- Behave during leisure time if not under the direct supervision of teachers.
- Socialise in communal areas, i.e. No boys in girl's rooms and vice versa.
- Go to their rooms at the times decided by the Tour Leader, remain in their own room and switch lights off within an hour in order to ensure that students will be sufficiently rested and get maximum benefit from the visit.
- Remain in their own room. Visiting other student's rooms is not allowed as teachers need to know where students are at all times. Teachers reserve the right to collect phones overnight, should they deem that to be necessary.

- At all times strictly uphold protocol and respect in regard to gender relationships.
- Not be in possession of, or use or abuse tobacco, alcohol, drugs or any other illegal substance.
- Adhere to the tour dress code as set down by the Tour Leader.
- Respect others at all times e.g. drivers, guides, cabin crew, fellow travellers, those sharing transport, host families and those sharing accommodation.
- Follow the rules of the hotel or other type of accommodation where they are staying.
- Be responsible for leaving their bedrooms tidy. Should any issues / problems arise regarding the room / equipment, they should report this to teachers immediately. Students will be financially liable for any damage caused by them.
- Be responsible for leaving seats on all forms of transport in a tidy condition.
- Have respect for and comply with local customs and laws, particularly when travelling abroad.
- Be responsible for their own belongings. Bags should be clearly labelled and should not be left unattended particularly at the airport. Any non essential valuable items should not be brought on the trip.

Students must note the following:

- Money and valuables are the students' responsibility on tour. Expensive digital equipment, clothing/footwear should not be brought on this trip unless you are prepared to take full responsibility for its safekeeping.
- Students are encouraged not to take expensive phones on the trip. Phone use should be limited to contacting home and possibly photographing of sights.
- Teachers reserve the right not to have their images posted online and we discourage use of social media while taking part in the trip.
- Each teacher will be responsible for a specific number of students and students must meet with their assigned teacher at the correct locations at agreed times.
- The good name and reputation of both the school and the country must be protected and promoted at all times.
- Students must bear in mind that an excursion is educational in purpose and organised and directed by Castlerea Community School. The final word and sanction on any issue relating to the trip resides with the accompanying teachers.
- Mobile phones are permissible. Mobile phone use is governed by the schools Code of Behaviour and Anti-Bullying policy. The misuse of mobile phones, camera phones for the capture or dissemination of inappropriate content will be dealt with as per these policies. School management will respond appropriately in such cases and will have the full range of consequences, outlined in the Code of Behaviour, open to them.

2.9 After the tour:

Arrangements should be made for a summary report from the Tour Leader to the Principal outlining: (i) the achievements of the tour, (ii) a financial statement (iii) any difficulties or problems which arose during the course of the tour.

3 Day Trips within Ireland (Including NI):

- Day trips may take place during the school day or may extend beyond normal school hours.
- Day trips must have the approval of the Principal by completing the Activities Template in Appendix C.
- Members of staff who wish to take students on a day trip must put their request in writing to the Principal. Included in the proposal should be the educational or other benefits that the students will derive from the trip.
- Once the Principal has approved a trip, the organiser should inform parents/guardians and a consent form should be signed.
- The staff member should enter the details into the staffroom planner including departure and return times.
- Consultation with other staff members may be necessary if the trip impacts on other lessons. A notice should be placed on the staff notice board, in good time, together with a list of students participating in the trip.
- The Trip organiser must ensure that the appropriate risk assessment form is completed and a copy is provided to the Principal. A link to this template is available here: [Risk assessment form - school excursions](#) .
- On all day trips, 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 and the age of the students travelling. On a private coach there should be at least one member of staff in addition to the driver.
- Full school uniform (including jacket) must be worn by all students, unless otherwise informed.
- Day trips may involve a financial cost to the student. For example, a fee may be charged to cover the cost of transportation to/from sporting events/trips.
- The school will always have the mobile / contact numbers of the Coach Company or staff involved in case of delays or any other occurrences.
- If the students will be away during lunchtime, appropriate arrangements must be made for students to get a lunch on their return. Cold lunches/drinks should be ordered from the school canteen before 08:50am on the morning of the activity and will be waiting for

the students on their return. Alternatively, students should be instructed to bring a packed lunch.

- For trips that extend beyond normal school hours, it is the responsibility of parent(s) / guardian(s) to ensure that arrangements are in place for their son's/daughter/s journey to/from the school. The organiser of the trip must be informed in advance of these arrangements. Under no circumstances will a staff member take responsibility for collecting or dropping off a student and will not remain on their own with a student while they wait for their parent(s) / guardian(s).
- All students should return to the school premises. Exceptions will be made on an individual basis where a note/contact has been obtained from parent(s)/guardian(s) in advance of alternative travel arrangements.
- An Incident Report form must be completed for all accidents / incidents which have occurred. Examples of reportable incidents include: slips, trips or falls during the trip, injury sustained or the illness of a student.
- A referral form must be completed for all incidents of discipline encountered. Examples of referrals include: persistent lateness at the rendezvous point; not staying with the group; rudeness to teachers; and serious breach of school rules, particularly in relation to alleged or proven alcohol or substance abuse.

4. Sporting Trips / Activities:

- Members of staff who wish to take students to a match / sporting activity must put their request, in good time, to the Principal. It may not be possible to accommodate a number of requests for the same day.
- Once the Principal has approved an activity, the organiser should inform parents / guardians.
- The staff member should enter the details into the staff room planner including departure and return times.
- The organiser must ensure that the appropriate risk assessment form is completed and a copy is provided to the Principal. Risk Assessment form is available here: [Risk assessment form - school excursions](#) .
- If the students will be away during lunchtime, appropriate arrangements must be made for students to get a lunch on their return. Cold lunches/drinks should be ordered from the school canteen before 08:50am on the morning of the activity and will be waiting for the students on their return. Alternatively, students should be instructed to bring a packed lunch.
- Each sports/games coach is responsible for taking a properly equipped first-aid kit to his/her match.
- If a minor accident occurs the coach will treat it on the spot. In the event of a serious accident, the coach will ring an ambulance or other mode of transport directly. In all cases, the parent / guardian will be contacted by the coach / supervising teacher or by the school.
- Any accident deemed to be of a serious nature is recorded on an accident report form, a copy of which is submitted to the Principal. Staff will appraise students of the necessary safety equipment for each respective sport.
- Staff should liaise with the office to organise transport to and from all matches, using a recognised coach company.
- When an away match is organised during school hours, the number of staff travelling must be dependent upon the staffing requirements of the activities in the school. Generally one teacher will travel with a team. The needs of the students in school must receive priority when organising such matches. Where possible, a second teacher or a parent / external coach (Garda Vetted) will travel to away fixtures.
- An Incident Report form must be completed for all accidents / incidents which have occurred. Examples of reportable incidents include: slips, trips or falls during the trip, injury sustained or the illness of a student.
- A referral form must be completed for all incidents of discipline encountered. Examples of referrals include: persistent lateness at the rendezvous point; not staying with the

group; rudeness to teachers; and serious breach of school rules, particularly in relation to alleged or proven alcohol or substance abuse.

5. Responsibilities of students whilst on a school trip/activity/match:

Students must:

- Follow the school's Code of Behaviour on out-of-school trips/activities/matches and adhere to the school's expectations at all times.
- Follow the instructions of staff members at all times.
- Not vacate the vicinity of the bus at any stage without being accompanied by or with the consent of one of the teachers.
- Not wander off or break away from the party without permission.
- Show respect for all staff members and other students at all times.
- Participate fully in the activity.
- Not take any unnecessary risks or undertake any activity that they fear.
- Look out for anything that might hurt or threaten anyone in the group and tell the group leader about it.
- Not be in possession of or use or abuse tobacco, alcohol, drugs or any other illegal substance.
- Adhere to the activity dress code as set down by the teacher involved.
- Respect others at all times eg. Drivers, guides, members of the public.
- Be responsible for leaving the bus in a tidy condition.
- Be responsible for their own belongings.

NB: It is impossible to create policy for all school related activities. Once a tour/trip/activity is organised, the level of risk should be assessed by the Tour Director/Organiser/Coach and resources discussed with the Principal or Deputy Principal.

6. Monitoring and Review:

As part of the School Self-Evaluation process, Castlerea Community School will monitor, review and evaluate this policy on an ongoing basis to ensure legal compliance and the maintenance of best practices.

This policy was adopted by the Board of Management on 4th February 2020

Signed: _____

Chairperson, BOM

Principal

Date: _____

Appendix A: Medical Information Form

Medical Information

Does your young person have any medical condition / complaint? Yes / No

If yes, Please give details of any medical conditions

Please note that any medication which your young person be need during the trip, prescribed or otherwise must be taken with them. Students may not take or give medication to one another. Please give details of any medication your child will have with them during the tour giving details of when this should be taken etc

Please give details of any dietary requirements and / or food allergies your young person may have

Medical consent form

Medical Consent Form for (please print student's name)

In the unlikely event of an accident or illness,

(Please print name of parent/guardian) understand that every effort will be made to contact me. However, if this is not possible, I hereby give my consent to the Castlereagh Community School teachers organising and accompanying students to seek and sanction medical intervention on my behalf.

Signature of Parent/Guardian:

Date:

Appendix B: Foreign Trip / Overnight Tour Template

1. Details of the School Tour

Tour Dates:

From	To	Number of school
____ / ____ / ____	____ / ____ / ____	
Destination:		
Brief outline of the tour:		

Details of participating students:

Number of participating students:	
Names of students (list can be attached)	
Total Male	Total Female
If some students are not participating, outline the reasons why:	

Rationale for the tour:

Expected benefit to accrue from the tour:
Why is the tour deemed to be necessary?

Adults accompanying the tour:

Tour Leader:	Names of other teachers:
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Confirmations: Please Circle

That appropriate arrangements are made in accordance with Circular PPT/01/03 for those classes whose teachers are absent with the tour	Yes	No
That a risk assessment has been completed for the tour and any necessary preventative actions have been taken	Yes	No
That parental permission has been secured for each student who is to participate on the tour	Yes	No

Signature of Principal:	Date:
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Appendix C: Day Trips / Activities Template

Type / Nature of the Activity:

Date: ____ / ____ / ____

Times: _____ From: _____ To: _____

Brief outline of activity:

Details of participating students:

Number of participating students:	
Names of students (list can be attached)	
Breakdown of cost per student:	

Rationale for the tour:

Expected benefit to accrue from the activity:

Adults accompanying the activity:

Activity Leader:	Names of other teachers:

Confirmation: Please Circle

Has parental permission been secured for each student who is to participate in this activity?	Yes	No
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Signature of Principal:	Date:
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Appendix D: Sample Parental / Student Contract (to be adapted as necessary for specific trips)



Castlerea Community School

To enhance the learning experience of our students in Castlerea Community School, various out of school trips are organised. The school recognises the benefits of outings to compliment normal school work, for educational or sporting purposes. Such trips include visits to outdoor education centres, theatre, field trips, sports events, school tours and trips abroad.

The management of such trips places a great onus of responsibility on supervising teachers. In these circumstances, it is important that they are reasonably happy that the students they are bringing with them do not pose a potential threat to the safe conduct of the tour. School trips, outings and tours are a privilege reserved for students who meet minimum standards of behaviour while at school.

Consequently, should your child be going on any outing, the following general rules are in operation:

- Students who do not meet minimum standards of behaviour, as decided by the management, may be refused permission to participate in a school outing. The school reserves the right to disallow a student from participation in a school trip if the health and safety of the student or other students or teachers is at risk. Therefore, if a student has shown a poor attitude to the Code of Behaviour or has refused to co-operate with an investigation into breaches of discipline he or she will not be considered.
- Any student who has committed a serious misdemeanour prior to departure dates, notwithstanding that he/she may have paid in full for his/her ticket will not be allowed to travel. Any money paid by such a student will be forfeited.
- On outings, students are expected to represent the school in an exemplary manner and behave in a reasonable manner at all times to school staff and anyone they come in contact with.
- Travel only by means of transport organised by the school, unless otherwise advised.
- Full school uniform must be worn by students unless otherwise informed.
- The school Code of Behaviour applies in all circumstances on school tour/trips, including the rules in relation to smoking/vaping and the use of drink/drugs which is totally forbidden.
- The decision about the interpretation of these conditions will rest with the Principal in consultation with the organising teacher and the supervising teachers. Parents and students should be aware that the permission to travel on a school-related activity is conditional on strict adherence to the code of Behaviour. This applies to all school events wither during the school day or outside the school day.
- Where a signed consent form is required from a parent/guardian, students will not be allowed travel without it.

We have an excellent record of behaviour and co-operation from our students who have travelled away on tours, trips or sporting outings. All students are reminded of the risk of accidents from silly behaviour.

The future involvement of staff depends very much on the continued good behaviour and co-operation of students and the support of parents.

A full copy of our Policy on Educational School Tours / Trips and Extra-Curricular Sporting Activities can be downloaded from the school website or requested from the school office.

Signed:

Principal

Student

Parent / Guardian

Date:
