



POLICY ON SCHOOL TOURS AND TRIPS

1. This policy applies to all members of school staff taking students from the school premises and is applicable to students participating in such activities. The Code of Behaviour applies to all students when engaging in activities organised by the school both during and outside of normal school hours and applies anywhere where students are identified as students at the school.
2. The organisation of school trips/tours along with activities outside of the classroom are an integral part of a holistic education. Such activities are seen as an extension of classroom activities and serve to significantly enrich both the academic curriculum and the social, cultural and personal development of those students participating in these activities.
3. The Department of Education (Circular Letter M 20/04) has devolved to the Board of Management the authorisation to grant approval for educational Tours/Trips both inside and outside the State 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 students in a class. The tour should, accordingly, enhance the learning process of as many students 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.
 - By international standard, the school year in Ireland has long holiday periods. Educational tours of more than one day's duration should be arranged to coincide with normal school holidays.
 - Schools should ensure that adequate insurance cover is in place and that written parental approval is obtained for each student to take part in the tour.
 - The Board of Management must ensure that students who are not participating in the tour (including students from other classes who will be affected by their subject teacher's absence) are adequately catered for while their teachers are away on the tour. Schools should on all occasions consider 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:

- Educational visit involving an exchange of groups of students with another school
 - Educational visit involving attendance at a course of instruction
 - Educational visit involving active participation in a music or drama festival
 - Educational visit to a conference or exhibition of clear educational value
 - An educational visit should be appropriate to the age group/grade concerned
 - Educational visits (inside or outside the State) involving significant linguistic or cultural benefit
 - This list is not exhaustive {Circular Letter M20/04}
4. The Board of Management must approve all overnight Tours/Trips both within and outside of Ireland. The principal may permit day trips/activities within Ireland without seeking the formal approval of the Board. In granting approval, consideration will be given to:
- Conformity with the criteria in Circular Letter M20/04. (as above)
 - 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.
 - Its implications for the normal teaching routine of the school.
 - The suitability of travel and accommodation arrangements.
5. It is not recommended that personnel other than registered teachers would be engaged to chaperone or supervise students. However, on occasion this necessity may arise. In this regard, other school staff (eg. SNAs, Administrative staff, caretaking staff, members of Board of Management, Sports Coaches) will only accompany the trip if Garda Vetted by the school and if a suitably qualified teacher is also accompanying the group. SNAs may be required for students with care needs.
6. As soon as is practicable, after the conclusion of all school tours, the organiser shall meet with the principal to report on the school tour and supply a brief report to be kept on file.

Day Trips/Activities within the Island of Ireland

- Day Trips may take place during the school day or may extend beyond normal school hours.
- Staff wishing to take groups on a day trip must complete the proposal form and submit it to the Deputy Principal as soon as possible before the proposed date.
- When approval has been given, parents will be informed in writing (app) of the details of the trip.
- Notice giving preliminary details of the trip and the students involved will be provided to staff members by the organiser.
- The organiser should check with parents for any medical issues concerning the participants.
- The appropriate supervision for the classes of the teacher/s going on the trip and assigned work for the students affected by the absence of the teacher/s should be discussed with the Deputy Principal when the trip has been approved.
- It may be necessary for 4th, 5th and 6th year students to travel independently to and from day events. Parents will be advised by the organising teacher in advance of the trip. Junior cycle students may never travel independently.

- Where transportation has been organised, students, with the written permission of the parent, and the agreement of the organising teacher may leave the bus (or Dart/train) at designated stops on the return journey.
- Any behavioural incident occurring on a school trip or activity should be reported to the Deputy Principal and Year Head on return.
- An Accident Report Form must be completed for any accidents which occur during a trip. Such report forms are available in the General Office. The Principal and Deputy Principal should be informed.

Students who have a history of inappropriate behaviour or poor attendance may be excluded from such Trips at the discretion of school management.

Overnight trips within Ireland

- Staff wishing to take groups on an overnight trip must complete the proposal form and submit it to the Principal and Deputy Principal in advance of the trip.
- When approval has been given, Parents should be informed in writing of the details of the trip.
- A notice giving preliminary details of the trip and the students involved will be provided to all staff members by the organiser.
- The organiser should check with parents for any medical issues concerning the participants.
- The appropriate supervision for the classes of the teacher/s going on the trip and assigned work for the students affected by the absence of the teacher/s should be discussed with the Deputy Principal when the trip has been approved.
- Students, with the written permission of the parent and the agreement of the organising teacher, may leave the bus (or Dart/train) at designated stops on the return journey.
- Any behavioural incident occurring on a school trip or activity should be reported to the Year Head and Deputy Principal on return.
- An Accident Report Form must be completed for any accidents which occur during a trip. Such report forms are available in the General Office. The Principal and Deputy Principal should be Informed.

Students who have a history of inappropriate behaviour or poor attendance may be excluded from such Trips at the discretion of school management.

Tours Outside of Ireland

- Staff wishing to take students on a tour abroad must complete the tour proposal form and submit it to the principal. The request must be received before the end of April for the following academic year.
- All tours overseas must be organised through a bonded travel agency or tour operator from the approved list on www.aviationreg.ie.
- The number of students participating may vary depending on the nature of the tour and the staff/student ratio recommended by the Insurance company.

- If a tour is oversubscribed, the organiser should have clear procedures on how this will be dealt with in the tour proposal form.
- The initial letter to parents should state the educational benefits of the trip, a draft itinerary, instructions on how to apply, full cost of the trip and a deadline for registering payment of a non-refundable deposit should a place be offered.
- The organiser will factor into the budget an extra amount to cover the extras not accounted for in the basic cost. Surplus funds will be distributed among the participants on the tour when the tour is complete.
- Payments must be made directly to the travel agent or tour operator and not collected through the school. The school is not responsible for missed/late payments. Any cancellations or refund requests will be subject to tour company policy.
- The income and expenditure for the tour should be provided to the Bursar.
- Parents/Guardians will be advised of deadlines for the payment of the remainder of the tour fee. It is important that these deadlines are met.
- Parents/Guardians are requested to sign a consent form, the school's code of behaviour and a Medical History Form.
- Details of accommodation, travel arrangements, personal items that the student needs to bring and guidelines for spending money will be conveyed to parents at a brief meeting in the school. Both Parents/Guardians and students are required to attend this meeting.
- Students should always have address and phone number of their accommodation on their person during the trip.
- Details of all documents required for travel should be included in the Tour details.
- Parents/Guardians are responsible for ensuring that all documentation is correct. A valid passport for the duration of the trip and a European Health Insurance Card are required for travel within the EU. Depending on the location of the tour and the nationality of the student travelling, there may be additional visa requirements.
- The organising teacher is responsible for ensuring that an adequate number of supervisors and SNAs are available for the tour. The teacher should have the mobile phone numbers of the participating students and contact details for parents/guardians. Likewise, parents/guardians will be provided with contact details for the tour leader, who will use the school mobile phone. This number is provided to parents/guardians for emergency use only.
- Students must adhere to the school's Code of Behaviour while on the tour and any breach will result in sanctions, up to and including a parent collecting the student from the tour location at their own expense.
- An accident report form must be completed for any accidents that occur. Such forms are available in the general office. The principal should be informed of any serious illnesses or accidents.
- Only Transition Year students registered for the full academic year from the outset of the school year are eligible to participate in foreign trips. Trip places allocated to ineligible students will be reassigned.

Students who have a history of poor behaviour and or attendance may be excluded from such tours at the discretion of school management.

8. Professional Responsibilities of Staff

Staff members are expected to adhere to:

- The school’s Child Safeguarding Statement and all child protection protocols
- The Code of Professional Conduct and Practice.
- Health and Safety Protocols

In addition, all supervisors are expected to exercise an appropriate duty of care to all students for the duration of the tour.

Any medical costs paid by the tour leader must be repaid by the parent/guardian on return from the trip. On occasion, it may be necessary to request immediate payment from a parent/guardian.

9. Contact Information

The organising teacher will have the phone numbers of the Principal and Deputy Principal.

The following information will be forwarded to the principal two weeks before departure:

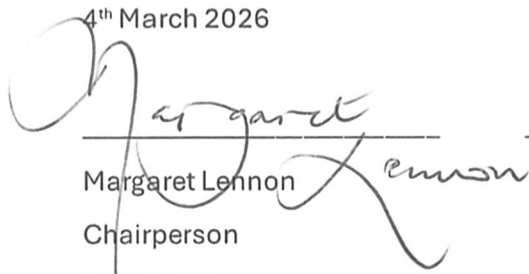
- A list of all students and staff participating
- The itinerary to be followed, with contact details of hotels
- The emergency telephone number of the tour agent
- The mobile numbers of staff accompanying the students on the trip.

10. Review and Evaluation of the Policy

This policy will be reviewed by the school management authority at the request of stakeholders, because of legislative changes or due to updated Department guidelines.

This policy was ratified by the Board of Management on:

4th March 2026



Margaret Lennon
Chairperson
Board of Management



Audrey Carty
Principal
Secretary to Board of Management

Holy Faith Secondary School

Clontarf

SCHOOL TOUR PROPOSAL FORM

Title of School Tour	
Aim and Focus of School Tour	
Year Group or Class	
Brief Outline of Tour	
Tour Dates	
From To Number of School Days	
Number of Students Participating Total number of students in class/year	
If some students are not participating, outline the reasons why	
Expected benefit to accrue from the tour	
Adults accompanying the students	
Organising Teacher/s Accompanying Teachers	

Tour Cost									
Arrangement for collection of payments will be in line with guidelines	<table border="0"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> </table>	Yes	No						
Yes	No								
<p style="text-align: center;">Confirmations</p> <p>That appropriate arrangements are made in accordance with Circular PPT 01/03 for those classes whose teachers are absent with the tour</p> <p>That parental permission will be secured for each student who is to participate on the tour.</p> <p>That the Board of Management has sanctioned the tour.</p> <p>That school channels will be used by the Organiser/s to contact students/parents during the trip.</p> <p>Signature of Organising Teacher:</p> <p>Date:</p> <p>Signature of Principal:</p>	<table border="0"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> </table>	Yes	No	Yes	No	Yes	No	Yes	No
Yes	No								
Yes	No								
Yes	No								
Yes	No								

Holy Faith Secondary School,

Clontarf,

Dublin 3.

Please complete, sign and return to:

Overnight Trip – Date:

Medical Consent Form

I give permission for _____/teacher present to sign a consent form for emergency medical treatment in a case where efforts to contact parents/guardians is unsuccessful.

Student's Name (PRINT): _____

Parent/Guardian's Name (PRINT): _____

Parent Signature: _____ Date: _____

Please list home, work and mobile numbers:

If you wish to nominate another person to be contacted, please list names and numbers:

Is your daughter taking prescribed medication? Yes No

If yes, please give details:

If your daughter requires any other medication, please specify:

Does your daughter suffer from any condition or allergies about which we need to be aware?

Yes No

If yes, please give details:

Does your daughter have any specific dietary requirements, allergies, coeliac, vegan etc

Does your daughter have any ailments that may prevent her from participating in the activities on the trip (please specify)

Is your daughter confident in the water? Yes No

Every effort will be made to contact parents/guardians in a case of medical emergency.

To be signed and returned to:

CODE OF CONDUCT

- COMPLETE co-operation with teachers and group leaders is expected from each student throughout this visit.
- Excellent behaviour is expected from all students. School Code and Regulations apply for the duration of the visit
- Students are expected to be courteous, co-operative and respectful always, e.g. coach drivers, catering staff, etc., and to be friendly and helpful to staff leaders.
- Students are forbidden to enter any licensed premises for the duration of the tour. It is forbidden to partake of alcohol for the duration of the tour.
- Smoking/Vaping is always forbidden. Substance abuse of any kind will not be tolerated. Anti-litter rules must be always obeyed
- During free time, no student may be alone. No student may leave their place of accommodation. Students must remain within the limits defined by Staff Leader.
- All students must return to ALL agreed check-in points at fixed times.
- Students must respect their place of accommodation and be helpful and co-operative at all times. Students must remain in their rooms after the agreed bedtime. No undue noise will be tolerated.
- Each girl is responsible for her own property. Bags, etc. must be watched very Carefully.
- No valuable jewellery is to be worn. No valuable items should be brought.

1. Only those students who are prepared to co-operate with these rules may travel.
2. NO RESPONSIBILITY is accepted for students who wander from specified areas.
3. Any breach of the above will merit sanction by the principal upon return to school.

I have read and accept the school regulations for the School Tour to _____

Signed: _____ (Parent/Guardian),

Signed: _____ (Student)

Date: _____



School Trip To	
Date	
List of Students	Class

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