

# *St. Dominic's Secondary School, Ballyfermot*

## *School Tour Policy*

### *Mission Statement of St. Dominic's*

We in St. Dominic's aim to provide a Christian education, inspired by the Dominican motto "Truth", which fosters the education of the whole person.

### **Our School Ethos:**

- Develop a caring community in the school, exercising concern and respect for the welfare of others in the atmosphere of truth, trust and freedom.
- Encourage students in search for truth, underlined by Christian and Dominican values.
- Develop a curriculum that is flexible, relevant and meaningful, which ensures that all students are challenged to their full potential, academically, socially and spiritually.
- Recognize and accept differences and to appreciate every individual contribution.
- Promote right relationships based on Christian justice, with God, the Earth and all others.
- Encourage educational partnerships with parents and the local community.
- Develop, within all our students, a sense of self-worth and confidence, so that they can make mature and free decisions.
- Encourage students to promote self control in their behavioural management.

### **Rationale**

- School Tours in St. Dominic's Secondary School promote the School Ethos and holistic education of our students.
- Educational tours provide additional benefits in the educational, intellectual, cultural, spiritual and social development of the maximum number of students.
- Travel broadens horizons and increases the morale of students.

### **Goals/Aims/Objectives**

- To broaden cultural and intellectual experience
- To foster independence/maturity/team building.
- To enhance students social skills.
- To create good/positive memories of school
- To improve language acquisition and skills.
- To promote greater understanding between different cultures.
- To encourage travel/studying abroad.
- To promote involvement of all students
- To improve communication skills

## **Roles and Responsibilities**

### *Board of Management:*

- To ensure that the policy is developed and evaluated from time to time.
- To approve the policy
- To ensure that all aspects of the policy are adhered to prior and during the trip.

### *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.

### *Tour Organiser/Team:*

- To ensure that all aspects of the policy are adhered to.

### *Parents:*

- a) Sign Consent Form giving daughter(s) permission to go on tour.
- b) Attend scheduled meeting and sign Rules and Procedures Form supporting the rules that are in place.
- c) Inform the tour leader of any medical condition(s) of which the leader should be aware of the health and safety of students while in the care of teachers.

### *Students:*

The Board of Management understands that each Tour Organizer with his/her team will draw up a set of appropriate rules governing the conduct of students while away. However, the Board insists that the following be included in all sets of rules:

- (a) Respect for all staff members and other students at all times.
- (b) Obey to staff members at all times
- (c) Respect others at all times e.g. drivers, guides, cabin-crew: fellow travellers, those sharing transport and those sharing accommodation.
- (d) No consumption of alcohol or illegal substances, at any time.
- (e) No smoking by students in non-smoking areas or when travelling with the group.
- (f) Students must not "wander off" or break away from the party without permission.

When a student is accepted to participate in a school tour she is obliged of agree to comply with the Tour Rules and to sign a copy of the rules pledging compliance.

### *Teachers:*

Mindful of the DES guidelines regarding child protection (3.1.1. & 3.1.2.) the following must be observed:

- 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 maintaining the same standards of care as apply in a school situation.
  - It is important that the rules agreed by teachers and parents and signed by students are enforced by all teachers while away with students, especially with regard to the consumption of alcohol by students.
  - The organizing teacher must ensure that adequate travel and school insurance is in place
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- Inform the Principal of his/her intention and proposed itinerary before informing pupils, other staff members or parents.
  - Discuss the proposed itinerary, dates of departure and return, age-group of students (year) and estimated cost of the trip with the Principal.
  - Formulate a set of rules that he/she considers appropriate and ensure compliance.
  - Seek written permission from Board of Management 12 months in advance.
  - Consult parents 12 months prior to departure for foreign trips. Any overnight trip will require 1 months notice.
  - Provide information re: cost of trip, pocket money and any additional costs which may arise
  - Discuss Discipline Code with students and parents.
  - Organise Insurance/Passport/E1 II/ Point of contact.
  - School trip must take place within school holiday period as per D.O.E. circular.
  - Inform teachers of the purpose of the trip to promote cross curricular learning in the class before and after the trip.

When the proposal is sanctioned by Principal/Board of Management the school tour organizer will inform the pupils and parents concerned. When numbers are confirmed she/he will invite staff members to join the team.