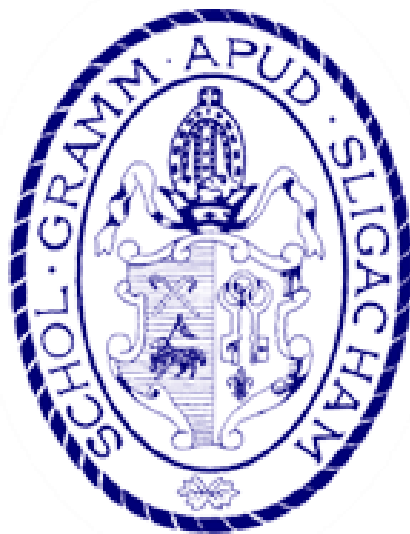


SLIGO GRAMMAR SCHOOL



Overnight Tours & Day Trips

February 2025

1. Introduction

Sligo Grammar School follows guidelines outlined in the Department of Education Circular M20/04. (Appendix A)

2. Procedures for Tours/Trips

The Sligo Grammar School procedure for tours and trips includes the following:

- **Tour/Trip Proposal Form:** This must be completed by the Tour/Trip Organiser and submitted to the Headmaster for Approval prior to bookings. The approved form must be retained by the school.
- **General Rules and Code of Behaviour for Overnight Tours and Trips:** A copy of which must be given to all students and parents/guardians before travelling on overnight tours and trips.
- **Consent Form:** signed by Student and Parent/Guardian and returned to trip organizer.
- **Medical Form:** Completed and returned to trip organizer, a copy of which must be taken on the trip.
- In relation to **booking and payments** for all School Tours and Trips, Sligo Grammar School adheres to the JMB Fincancial Guidelines – 05 (Appendix B)
- **Additional Considerations:** Child Protection, Health & Safety, Travel Documentation, Inclusion & SEN, Use of Mobile Devices on Tour

3. Educational Tour/Trip Proposal Form

Details of School Tour/Trip

Name of School	Address	Roll No.
Sligo Grammar School	The Mall, Sligo	65190W

Tour Dates		
From	To	Number of School Days
/ /	/ /	

Brief Outline of Tour/Trip

Teacher Organizing the Tour/Trip

Number of Students Participating	Total number of students in relevant grade

If some students are not participating, outline the reasons why

Expected benefit to accrue from the tour/trip

Why is the tour deemed to be necessary?

Adults accompanying the students

Class Teacher	Number of other teachers	Number of other adults

Confirmations

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 adequate insurance is in place to cover all risks while on tour	Yes:	No:
That parental permission has been secured for each student who is to participate on the tour.	Yes:	No:

Please complete Activity Trip Student List available to download on VSware dashboard.

Signature of Principal:

Date:

4. School Tour/Trip General Rules

There are a few rules that are important to observe to make this trip enjoyable for you, other pupils and the tour leaders. You are representing yourself, your family, school and country. Do so with pride that the people in the place, which you have visited, would like to have you back. The success of this trip depends on the co-operative nature of the participants and the generosity of spirit displayed to others. But it is important not to forget that this is a school trip and that, from the moment the trip leaves the school until it returns to the school, the following school rules operate.

- Be courteous and attentive to all teachers and leaders at all times. Be courteous to the staff, workers and any other guests at the accommodation or places you visit.
- Be punctual and reliable and abide by decisions of Group Leaders. (This includes being at the correct place on time)
- Do not consume sports/energy drinks, alcohol or smoke on the trip. Do not buy/use vaping paraphernalia. Do not consume, acquire, import or export any narcotics or solvents during the trip. Students should not be asked to purchase any of these items for family or friends. Students must not carry tobacco and/or illegal substances either on their person or in their luggage.
- It is forbidden to engage in any sexual activity or behaviour which endangers the student's own safety, or the safety of others. The procurement of tattoo applications or piercing treatments are prohibited on tour.
- Groups must stay together. Pupils may not absent themselves from any group activity unless prior permission has been sought or granted.
- Students must bring and wear modest, weather-appropriate clothing and comfortable walking shoes. Staff reserve the right to request students to change their outfits to more suitable attire.
- Students are not permitted to purchase/use pellet guns/lasers/bangers or other potentially dangerous devices/items while on school trips.
- The tour leaders, in extreme cases, reserve the right to have a pupil's belongings subjected to supervised spot searches.
- Sligo Grammar Schools Code of Behaviour and general school rules apply for the duration of the school tour.

Leaders have the right to impose any sanctions that are appropriate in line with school policy for a breach of the rules. In a serious case this may include the pupil being sent home at the parents' expense and the matter being dealt with further by the School Authorities.

In all cases, the school reserves the right to impose further sanctions upon the group's return.

The pupil cannot travel on this trip unless the consent form document is fully signed.

5. Consent Form

We have read and accept the above rules and we grant permission for
to take part in the forthcoming tour to and to participate in all
organised activities.

We also grant permission for the tour Leaders to act in “loco parentis” for the duration of the
tour. This also includes my child, in an emergency, being given full medical, surgical or dental
treatment, including general anaesthetic and blood transfusion, as considered necessary by the
medical authorities present. It is understood that all reasonable attempts will be made to contact
the parents/guardians in advance.

Signature of pupil: _____

Signature of Parents/Guardians: (Guardian 1) _____

(Guardian 2) _____

Date _____

Parents/Guardian telephone numbers with prefix:

Home: _____

Mobile: _____

Work: _____

6. Medical Record

OVERSEAS SCHOOL TOUR CONFIDENTIAL MEDICAL FORM

Section A Pupil Details

Full Name			
Date of Birth	DD/MM/YYYY	Pupils Mobile Number	

Section B Home Contact Details

Parent/Guardian Contact	Mobile	Home	Work
(1)			
(2)			
(3) (Emergency contact)			

Section C Medical History

Name of Doctor		Telephone Number	
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Does the pupil have any medical condition such as asthma, chest complaints, migraine, diabetes, nervous disorders, any other illness / disability – Please give details below.

--

The leader must be informed of any medication your son/daughter brings on this tour (eg. Pain killers, cough mixture etc., or prescription drugs). Please give details below.

--

Does the pupil suffer from sleepwalking, nightmares or any other relevant condition? Please give details below.

--

Does the pupil suffer from allergies (Medications, food, other). Please give details below including any medication they carry.

--

Does the pupil have any dietary requirements? Please give details below.

--

Health Insurance No		Medical Card Number	
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European Health Insurance Card (E111) Number	
--	--

Section D Medical Record

Infectious Diseases (Please Tick)

Measles <input type="checkbox"/>	Chicken Pox <input type="checkbox"/>
German Measles <input type="checkbox"/>	Whooping Cough <input type="checkbox"/>
Mumps <input type="checkbox"/>	Other <input type="checkbox"/>

If other please specify:

Immunisations (Please Tick)

BCG <input type="checkbox"/>	Polio myelitis <input type="checkbox"/>
MMR <input type="checkbox"/>	Meningitis C <input type="checkbox"/>
Diphtheria <input type="checkbox"/>	Whooping Cough <input type="checkbox"/>

Any other please specify:

Tetanus: Date of last Injection	(valid for 10 years from date)
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If you are in any doubt about your child's physical fitness, please have him/her medically examined and enclose a doctor's permission note with this form. Every reasonable care will be taken for the health and well-being of your child, but the teacher cannot be held responsible for any accident or illness that may occur.

Section E Parent / Guardian Consent

I give permission in the event of need, to administer paracetamol, nurofen or cough medication to my child.

In case of emergency, I authorise the teacher, in consultation with a doctor or dentist, to allow administration of treatment and if necessary, a general anaesthetic and give permission for a surgeon to do any operative procedure which he/she considers necessary.

Signature

Date: _____

1. _____

Please Print Name Below

Date: _____

Signature

2. _____

Please Print Name Below

7. Circular Info

APPENDIX A:



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 inschool 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.

Details of School Tour

Name of School	Address	Roll No.
Tour Dates		
From	To	Number of School Days
_ / _ / _	_ / _ / _	

Brief Outline of Tour

Number of Students Participating	Total number of students in relevant grade

If some students are not participating, outline the reasons why

Expected benefit to accrue from the tour

Why is the tour deemed to be necessary

Adults accompanying the students

Class Teacher	Number of other teachers	Number of other adults

Confirmations

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 adequate insurance is in place to cover all risks while on tour	Yes:	No:
That parental permission has been secured for each student who is to participate on the tour.	Yes:	No:

Signature of Principal: _____ **Date:** _____

Appendix A:2

School Tours by pupils of Comprehensive and Community schools

In the case of school tours outside of the island of Ireland by pupils and teachers from Comprehensive and Community schools, the Board of Management should not rely on the State Indemnity for insurance purposes. Appropriate travel insurance should be taken out to cover those embarking on the tour.

In the case of school tours within Ireland (including Northern Ireland) by pupils and teachers from Comprehensive and Community schools Boards of Management may, with one exception, convey formal approval for indemnity provided the tour is adequately supervised by employees of the Board. (The Board may delegate its authority in this matter to the Principal but responsibility at all times shall rest with the Board).

The exception is where the tour involves an activity of a specialist nature (such as to an Outdoor Education Centre) which requires supervision by trained professionals. In this instance the Board of Management may not rely on the State Indemnity for insurance purposes. Appropriate insurance should be taken out to cover those embarking on the tour.

Subject to the foregoing, the question of the degree of supervision required in each case would be a matter for reasonable consideration and determination by the Board having regard to all the surrounding circumstances.

The normal State Indemnity provisions will continue to apply in respect of actions claims or demands taken or made against the Board of Management and the teaching and nonteaching staff arising out of the discharge of their duties whether in respect of pupils or otherwise.

8. Financial Guideline JMB



Appendix B:

2015/2016 Financial Guideline-05

School Tours – Booking & Collection of Payments

Introduction

This guideline is to provide information to school management and school personnel involved in the organisation of school tours outside of the Republic of Ireland.

Below is an extract from communication received from the Aviation Regulator regarding school tours:

'This letter is being issued to assist schools in ensuring that pupils and staff who are travelling on foreign school trips are aware that the protection under the legislation in repatriating passengers and providing refunds to those prevented from travelling abroad only comes into operation where bookings are made directly with licensed travel agents and/or tour operators.

The legislation provides that it is a requirement that any person or legal entity that sells travel out of Ireland must hold an appropriate license to do so. Under the provisions of the Transport (Tour Operators and Travel Agents) Act 1982 a travel agent is defined as:

"a person other than a carrier who as agent sells or offers to sell to, or purchases or offers to purchase on behalf of, any person, accommodation on air, sea or land transport commencing in the State to destinations outside the State or Northern Ireland or who holds himself out by advertising or otherwise as one who may make available such accommodation, either solely or in association with other accommodation facilities or services"

Under the Act a tour operator is defined as:

"a person other than a carrier who arranges for the purpose of selling or offering for sale to any person, accommodation for travel by air, sea or land transport commencing in the State to destinations outside the State or Northern Ireland or who holds himself out by advertising or otherwise as one who may make available such accommodation, either solely or in association with other accommodation facilities or other services"

Any school wishing to organise a school tour abroad must do so using a licensed tour operator or travel agent to arrange the travel package including accommodation and other services. All monies must be paid directly to the tour operator or travel agent, not to school staff or event coordinator.

Compliance ensures that the event is covered by the relevant bond held by the tour operator or travel agent with the Commission for Aviation Regulation as part of the annual licensing requirement, if for any reason the license holder ceases to trade.

It is imperative that the tour operator or travel agent chosen to arrange the overseas trip holds a current license. The full list of all current license holders is available on www.aviationreg.ie'

Procedure

In order to ensure that schools are compliant with this legislation, we advise the following:

1. All school tours travelling outside of the Republic of Ireland must be booked through a

bonded licensed travel agent or tour operator from the approved list on www.aviationreg.ie and Payments from students should be made **directly** to the travel agent or tour operator and not collected through the school. Where it is not possible for payments to be made directly to the travel agent the Aviation Regulator has confirmed that a school is in compliance with relevant legislation where cheques made out to the bonded travel operator are collected by the school. These cheques can be forwarded to the bonded tour operator by the school. It is important to note that these cheques **must** be made payable to the bonded tour operator, **not** to the school.

2. Many tour operators and travel agents can accept payments electronically or by cheque and cash. We advise schools to work closely with the tour operators in establishing procedures to ensure the school retains full control of the tour.
3. **We do not recommended use of any particular tour company. Schools are free to select any of the bonded tour operators from the approved list on www.aviationreg.ie**
4. [FSSU Guideline 04-2007/2008](#) 'Educational Tours by School Groups' and [Circular M20/04](#) give further guidance on the operation of school tours.

Further information or clarification on any of the issues raised in this Guideline can be obtained from the FSSU.

Louise McNamara
Director, FSSU
17th September, 2015

9. Additional Considerations

Child Protection:

The Organising Teacher is responsible for maintaining appropriate contact with the Headmaster during the trip and of reporting matters of significance in a timely way. Child protection matters or concerns that arise on any tour/trip which are considered to be a child protection matter must be reported to the Designated Liaison Person (DLP) or Deputy Liaison Person as with any in-school activity. Such matters or concerns should be reported immediately. All staff travelling must remember that they are mandated regarding the Child Safeguarding Statement, Risk Assessment and Child Protection Procedures for Primary and Post Primary Schools 2017.

Health & Safety

Staff may use basic first aid should a student become ill or injured on a trip. Parents will be informed if the illness/injury requires additional treatment and medical attention will be sought for the student if necessary.

Certain items can be freely and legally bought abroad, the possession and importation of which may be considered an offence in Ireland. These include fireworks, knives, lasers, pellet guns etc. Students are prohibited from such purchases and also engaging in treatments as may endanger them for example tattoos, piercings, risk taking events etc.

The school expects that all students travelling on an extended tour will display a level of maturity commensurate with their age. Students on trips, which involve an overnight stay in Ireland or abroad, cannot be supervised on a 24-hour basis and all extended school tours will involve periods of time without direct supervision. Parents who are concerned that such a level of supervision is inadequate should not permit their son/daughter to take part in such trips. Remote supervision may take place on occasion, e.g. if students are on shopping trips, certain adventure

activities, during parts of school exchanges. Parents will be notified of these periods in advance through the itinerary. Students are advised to stay in groups of at least 3 or 4 at all times. Adequate arrangements will be made re checking in with supervising teachers periodically. The 'Tour Leader' reserves the right to assign bedrooms. Bedrooms must be kept clean and tidy. Once the group has retired at night, no student is permitted to be in another student's room, on the corridors or in any other area of the premises. Noise at night will not be tolerated.

Travel Documentation & Visa Information for Non-EU Students

It is the responsibility of parents/guardians in conjunction with students to ensure that all documents necessary for travel abroad (e.g. passport, identity card, E111 card) are up to date and in order. The school cannot take responsibility for a student whose personal documentation is not in order and who is prevented from travelling abroad/returning as a result.

SEN & Inclusion

It is the responsibility of parents/guardians to inform the organising teacher/staff member of any special educational needs. While teachers and management will be aware of these needs, the organising person may not. As an inclusive school every reasonable effort will be made to include all students with Special Needs or specific medical requirements. It is the responsibility of the parent/guardian of students in receipt of Special Needs support to liaise with the trip organiser to ensure appropriate supports are put in place for the trip/activity.

Before a student with a medical condition is accepted to participate in a trip the school must be confident that they can manage the needs of the student 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. The school is not obliged to provide SNA care on overnight trips. The inclusion of particular students in a school trip shall be at the discretion of the school authorities.

Use of Mobile Devices & Social Media

Staff of Sligo Grammar School reserve the right to remove mobile phones and/or other electronic devices at any time during the tour/trip. These may be returned to the student after a period of time or returned to parents/guardians at the end of the tour/trip. All students will be expected to hand-in their phone to a staff at nighttime during residential/overnight trips. Phones will be returned the following morning. Students and parents should familiarise themselves with Sligo Grammar Schools Acceptable Internet Use Policy and Mobile Phone Policy.

Students are responsible for their own belongings for the duration of the trip/trip. The school does not take responsibility for loss/damage to travel documents, money, or personal items. Therefore, students are advised to leave items of value at home.

Review History

Policy ratified by the Board of Management: 2006

Review History

Reviewed	10 February 2025
	4th March 2019
	18 th November 2013

Signed _____ Liz Greer _____ Date _____ 10th Feb 2025 _____
On behalf of the Board of Management

Signed _____ Michael Hall _____ Date _____ 10th Feb 2025 _____
Principal/Secretary to the Board of Management

Due for next review: _____ February 2026 _____