

**Moyne Community School
Educational Outing and Tours**

Scope of policy:

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

Rationale for having tours/outings and the need for a relevant policy

1. Moyne 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. It provides an academic education which also recognises that exposure to a variety of experiences and cultures is part of an holistic education.
2. The curriculum content of some subjects requires fieldstudies/tours/outings/recreational activities, which take place off campus.
3. Tours assist in bonding between students, as well as providing teachers with an opportunity to get to know students in a non-classroom environment.
4. There should 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.
5. All educational tours must be consistent with the rationale as specified by the Department of Education and Science.
6. To assist staff in the planning of tours and outings, so that they 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 tours and outings take place efficiently and smoothly and that the standard of supervision is firmly within guidelines and standards.
7. To clarify expectations of behaviour for all tours and to outline the conditions whereby a student may be refused permission to be included on a trip.

8. To involve all members of the school community in ratifying this policy on tours/outings in order to promote partnership, ownership and implementation of an active living policy.

Links to Mission Statement

This policy is linked to the school Mission Statement, which states, *'Moyné Community School offers holistic education, upholding the Christian values and traditions of the communities from which the school evolved. We are committed to enabling students and staff to develop their full potential within the school's formal and informal curriculum, in a friendly, safe and caring environment.'*

Day tours may take place during the school day or may extend beyond normal school hours. Other trips may involve an overnight within the island of Ireland or outside the country. All trips/tours/field studies/sports activities must have the prior approval of the Principal. Parental Permission Forms must be completed by all students for every trip undertaken. In the case of sporting activities, one permission form signed by parent/guardian and pupil at the start of the year will suffice.

Students who have a history of inappropriate behaviour may be excluded from day tours.

Once the Principal has approved a tour, the organiser should:

- Seek permission from BOM for all overseas trips
- enter the details onto the staffroom notice board
- ensure all permission forms are signed by parent or guardian and returned to the teacher in charge of the trip
- ensure that the trip is organized in accordance with the DES guidelines
- ensure that all students taking part in the trip leave from the school and return to the school unless they have a note signed by a parent or guardian giving permission to get off the bus and indicating where the student should be allowed off the bus
- advise students of the importance of wearing seatbelts and check to ensure that students have put on their seatbelt
- advise the school immediately in the case of an accident

- report any incidents of misbehavior to the Principal or Deputy Principal at the earliest opportune time

Students should say 'Thank you' to members of staff, bus drivers and other adults at the end of all trips and outings.

Parents should be punctual when picking up students outside of school hours