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Foreign School Tours Policy

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Table of Contents

Content	Page number
Introduction	3
Mission Statement	3
Rationale	3
Approval	3
The Role of the Tour Leader	3-4
Operation of the tour	4
Code of Behaviour for Students on Foreign School Tours	4-6
Evaluation/ Review of Policy	6
Approval	6
Appendix 1 Tour Template	7-8
Appendix 2 Tour Consent Form	9-10
Appendix 3 Code of Behaviour Contract	11-12

Introduction

The objective of a school tour is that it should provide a significant benefit to the educational, intellectual, cultural and social development of students. (Circular M20/04) Trips of this nature should enhance the learning process for students by providing educational experiences outside of the classroom. Foreign school tours are defined as a group travelling internationally under the supervision of teachers and/or special needs assistants for at least one overnight.

Mission Statement

"Our school is a learning community based on faith, hope and love, where respect, responsibility and Christian commitment grow, allowing all our students to prepare for a meaningful life."

Rationale

- This policy is cognisant of all relevant legislation and employs the directions of Circular M 20/04 Educational Tours by School Groups (both inside and outside the State) and FSSU Financial Guideline 07-2017/2018 School Tours- Booking and Collection of Payments.
- The need for this policy has been highlighted by staff, parents and students.
- This policy is intended to assist teachers in planning, organising and running school tours.
- It is necessary for health and safety and child protection purposes.
- It provides guidance to teachers, parents and students as to the application of our code of behaviour while on tour and where necessary the application of sanctions.

Approval

- Prior to the school tour, the tour leader must seek approval from the Principal and the Board of Management.
- The Board should be notified of the planned trips prior to any arrangements being made with parents and students.
- When seeking approval the tour leader should furnish the Principal and Board of Management with an outline of the proposed tour itinerary, cost, dates, tour company details and insurance details.
- The Tour Leader must also ensure prior to approval and booking that the ratio of adults to students will be met. This will be determined by the BoM and tour company prior to the tour.
- As per Circular M20/04 the tour authorisation form in Appendix 1 must be completed by the Principal for foreign trips.

The role of the Tour Leader

- The Tour Leader acts as a liaison person between management, staff, students, parents and the tour company.
- In conjunction with the accompanying teachers and management they formulate the itinerary and adapt it to suit the needs of students.
- The Tour Leader organises buses, trips, insurance while ensuring that students are informed as to the regulations such as passport, costs and itineraries.
- Preceding the tour, the Tour Leader will assign students to be supervised to each accompanying teacher.

- Each accompanying teacher must ensure that all forms such as code of discipline, medical forms and permission slips are signed.
- The Tour Leader will make all relevant staff aware of any medical conditions that apply to the students. All information will be kept under strictest confidentiality.
- The Tour Leader will ensure that emergency contact details and tour itineraries are shared with parents accompanying teachers and the Principal. All contact information will be left on file in the office and available for use in the case of an emergency.
- The Tour Leader in conjunction with participating teachers will envisage that all health and safety and child protection guidelines are followed.

Operation of the Tour

- School tours should be arranged to coincide with normal school holidays periods in so as far as possible.
- Proper insurance cover must be in place.
- Parents must be informed at the earliest stage possible as to the full cost of the tour.
- Written parental approval must be received for each student participating in the tour. (See Tour Consent Form at Appendix 2)
- The parents/guardians give consent to the tour leader to act on their behalf in the event of an emergency, should it not be possible to contact them. (See Tour Consent Form at Appendix 2)
- All school tours travelling outside the Republic of Ireland must be booked through a bonded travel agent or tour operator.
- Payments from students must be made directly to the travel agent and will not be collected by the school.
- Following the tour the teachers who attended the tour should prepare a short report outlining the number of students who participated in the tour, a financial summary, any problems which may have arisen and the success of the tour. This in turn will be presented to the Board of Management.
- The Board of Management reserves the right to refuse a school tour or any student(s) applying for or travelling on a school tour.

Code of Behaviour for Students on Foreign School Tours

The following Code of Behaviour is expected of students taking part in foreign school tours. While participating in our school tour students should remember that they are representatives of Our Lady of Lourdes and that the health and safety of all participants are vital. In order that Our Lady of Lourdes tour may continue successfully and that each person may gain the maximum from this particular experience, certain considerations are important. Each student is asked, therefore, to read and accept the following conditions for participation:

- At all times, for the duration of the tour, all school policies regarding behaviour will apply, including the Code of Behaviour, the Substance Abuse Policy, the Anti-Bullying Policy and the Mobile phone Acceptable Use Policy.
- Any student who behaves inappropriately will be subject to sanctions both while on the tour and on return to school.
- Students must follow all directions of staff e.g. regarding remaining in

assigned accommodation and rooms, staying with the tour group, curfews, social interactions, looking after their property and bags etc.

- Students must act always in a safe manner while on tour.
- Students must comply with all safety instructions of staff and supervisors, and of bus drivers and other outside authorities, such as instructors or guides.
- Students must adhere strictly to any health and safety precautions associated with a particular activity, in the airport, and other transport regulations e.g. regarding the wearing of seatbelts.
- Students who seriously misbehave, refuse to follow reasonable instructions of staff or who constitute a danger to themselves or others may have to be sent home at the earliest opportunity at their parents expense. This is to ensure the health and safety of all participants.
- Students must tell the teacher if someone is missing or in difficulty or if any inappropriate incidents are witnessed so that they can help.
- Where the programme of activities for certain outings involve some unsupervised 'free time' for shopping or another activity, it should be remembered that all school policies still apply and students have to follow any instructions given by the tour leader/staff concerning, for example, staying in groups, having a mobile phone switched on, avoiding out-of-bounds areas, returning at the specified time to a specified place, and what to do if they become separated etc.
- Students must show the utmost respect to members of the public, teachers, and the property of others when on tour.
- Students must also show respect for local cultures, customs, dress codes etc.
- Students must keep their accommodation tidy and not create a nuisance or leave litter.
- Students must also be aware that any damage to property may incur a fine which is not covered under insurance or the cost of the tour.
- Students must comply with regulations and restrictions that may be in place at the time of our trip.
- Students must make the most of the opportunity given to them through the school tour by participating to the best of their ability.

Students taking part in foreign school tour must adhere to the rules outlined below:

- To know where their supervising teacher is at any given time and how to contact them.
- To ensure that teachers know where they are.
- To accept the code of behaviour agreed in advance of our visit.
- To attend all organised activities.
- To wear appropriate clothing during the course of the foreign trip, clean, tidy and neatly dressed.
- To cooperate with the staff/ teachers organising the visit and to be punctual.
- To be quiet and considerate when travelling.
- To keep their seatbelt fastened when travelling.
- To go to bed at the allowed time so that they are able to enjoy all activities.
- To be responsible for their own property.
- To keep their room tidy in the hotel.
- To tell a teacher if anything is worrying so they can help.

- To alert the teacher if someone is missing or in difficulty, or if they witness any inappropriate incidents.
- To respect local laws, customs and culture, institutional rules and regulations.
- To use mobile devices during the trip in accordance with school rules and schools internet acceptable use policy and mobile acceptable use policy.
- To be kind to and cooperate with other members of the group.
- To be an ambassador for their school and local area.
- To understand that extended school rules apply. Misuse of mobile phones or technology, being unkind or unhelpful or being involved with cigarettes, illegal substances, activities of a sexual nature or purchasing alcohol will lead to further disciplinary action and may involve being sent home at their parents'/guardians expense.

Students participating in the tour and their parents/guardians must be made aware of and sign the Code of Conduct (found at Appendix 3) prior to the school tour.

Evaluation/ Review of Policy

This policy will be reviewed each year immediately following a foreign school tour.

Approval

This policy has been approved by Our Lady of Lourdes Board of Management.

Signed: Pat Rossiter Date: 7/5/2026

Chairperson,

Board of Management

Appendix 1: Tour Template

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:
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Appendix 2: Tour Consent Form



Our Lady of Lourdes School Tour Consent Form

School tour to _____ from _____ to _____
Student Name: Class: Date of Birth:

This form must be completed, signed and returned to the school before your daughter can participate in this tour.

I/We hereby give permission for my/our daughter to take part in the above school tour and to participate in the activities described in the information leaflet for the tour.

I/We acknowledge the need for my/our daughter to behave responsibly and I/we acknowledge that at all times, for the duration of the tour, all school policies regarding behaviour will apply, including the Code of Behaviour, the Substance Abuse Policy, the Anti-Bullying Policy and Mobile Phone Acceptable Use Policy.

I/We accept that any actions by my/our daughter that are deemed to be a risk to the safety of any member of the group may result in her being sent home at the earliest opportunity at our expense.

I/We hereby give consent to the tour leader to act on our behalf in the event of an emergency, should it not be possible to contact me/us.

Please complete the information below. All information given will be treated in the strictest confidence.

Does your daughter suffer from any illness/allergy/medical condition? Yes/No

If 'Yes' please give details:

.....

Is your daughter on any medication? Yes/No

If 'Yes' please give details:

May your daughter be given any pain/cold relief medication if necessary? Yes/No
If there are any restrictions please give details:

Please note that any prescribed or non-prescribed medication for your daughter should be marked clearly with her name and the dosage and given to the tour leader or designated teacher.

Does your daughter have any special dietary requirements (e.g. vegetarian)? Yes/No
If 'Yes' please give details:

Emergency Contact Details:

Contact Name:	Doctor's Name:
Address:	Address:
Phone No.:	Phone No.:
Signed:	(Parent/Guardian)
Signed:	(Parent/Guardian)

Appendix 3: Code of Behaviour Contract



Code of Behaviour Contract for Students on Foreign School Tours

School tour to _____ departing _____ and returning _____

Student Name: Class:

This form must be completed, signed and returned to the school before you can participate in this tour. While participating in our school tour students should remember that they are representatives of the school and that the health and safety of all participants is vital. In order that Our Lady of Lourdes tour may continue successfully and that each person may gain the maximum from this particular experience, certain considerations are important. Each student is asked, therefore, to read and accept the following conditions for participation:

- At all times, for the duration of the tour, all school policies regarding behaviour will apply, including the Code of Behaviour, the Substance Abuse Policy, Anti-Bullying Policy and Mobile Phone Acceptable Use Policy. Please note that students who behave inappropriately will be subject to sanctions both while on the tour and on return to school.
- Students must follow all directions of staff e.g. regarding remaining in assigned accommodation and rooms, staying with the tour group, curfews, social interactions, looking after their property and bags etc.
- Students must act always in a safe manner while on tour.
- Students must comply with all safety instructions of staff and supervisors, and of bus drivers and other outside authorities, such as instructors or guides.
- Students must adhere strictly to any health and safety precautions associated with a particular activity, in the airport, and other transport regulations e.g. regarding the wearing of seatbelts.
- Students who seriously misbehave, refuse to follow reasonable instructions of staff or who constitute a danger to themselves or others may have to be sent home at the earliest opportunity at their parents' expense. This is to ensure the health and safety of all participants.

- Students must tell the teacher if someone is missing or in difficulty or if any inappropriate incidents are witnessed so that they can help.
- Where the programme of activities for certain outings involve some unsupervised 'free time' for shopping or another activity, it should be remembered that all school policies still apply and students have to follow any instructions given by the tour leader/staff concerning, for example, staying in groups, having a mobile phone switched on, avoiding out-of-bounds areas, returning at the specified time to a specified place, and what to do if they become separated etc.
- Students must show the utmost respect to members of the public, teachers, and the property of others when on tour. They must also show respect for local cultures, customs, dress codes etc.
- Students must keep their accommodation tidy and not create a nuisance or leave litter. Students must also be aware that any damage to property may incur a fine which is not covered under insurance or the cost of the tour.
- Students must comply with regulations and restrictions that may be in place at the time of our trip.
- Students must make the most of the opportunity given to them through the school tour by participating to the best of their ability.

I agree:

- To know where my supervising teacher is at any given time and how to contact them and I will ensure that they know where I am.
- To accept the Code of Behaviour agreed in advance of our visit.
- To attend all organised activities.
- To wear appropriate clothing during the course of the foreign trip, clean, tidy and neatly dressed.
- To cooperate with the staff/ teachers organising the visit and to be punctual.
- To be quiet and considerate when travelling.
- To keep my seatbelt fastened when travelling.
- To go to bed at the allowed time so that I am able to enjoy all activities.
- To be responsible for my property.
- To keep my room tidy in the hotel.
- To tell my teacher if anything is worrying me so they can help.
- To alert the teacher if someone is missing or in difficulty, or if I witness any inappropriate incidents.
- To respect local laws, customs and culture, institutional rules and regulations.
- To use mobile devices during the trip in accordance with school rules and schools acceptable use policy and mobile phone policy.
- To be kind to and cooperate with other members of the group.
- To be an ambassador for my school and local area.

I understand that extended school rules apply. Misuse of mobile phones or technology, being unkind or unhelpful or being involved with cigarettes, illegal substances, activities of a sexual nature or purchasing alcohol will lead to further disciplinary action and may involve me being sent home at my parents' expense.

I have read and I accept the above conditions.

Students Name	Signature of Student
Parent/Guardian's Name	Signature of Parent/Guardian
Date	