

Ráth Miontáin
Tamhlacht
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Principal: Austin Fennessy
Deputy Principal: Charles Ferguson

School Policy on Tours

- All school trips will be planned and implemented with regards to the DES circular: M20/04 ('Educational Tours by School Groups both inside and outside the state) and any relevant policies put in place by DDLETB (Dublin and Dún Laoghaire Education and Training board) and Mount Seskin Community College.
- The school seeks to create opportunities to balance academic achievement with the social and personal development of students. School trips create an opportunity for this.
- At times of school discretion, the school shall organise trips to locations at home and abroad.
- The Principal shall be informed of details of the relevant school trip by the trip leader/s and the necessary staff ratios will be put in place.
- All school trips shall be self-financing.
- The payment of a deposit does not constitute a contract, as a breach of the School's code of behaviour for learning may result in a pupil being banned from travelling on a trip. In such cases, there will be no refund of monies paid.
- All students are subject to the terms and conditions of the Travel Company involved and are subject to payment deadlines. The school will not refund monies lost through breach of such deadlines.
- All those travelling on a tour are required where necessary, to be in possession of a valid passport and any other travel documentation required. For trips to other EU countries, travellers must be in possession of an EHIC card.
- Board Approval shall be required for trips abroad.
- Any illnesses, allergies, dietary or medication requirements must be brought to the attention of the trip leader/s in good time.
- Students, as ambassadors of the school, are expected to adhere to the highest standards of behaviour and courtesy. A high standard of self-discipline and trust is required. Examples of breach of trust include: alcohol or substance abuse, breach of time curfews, inappropriate liaisons, the purchase of inappropriate items or materials and the misuse of facilities.
- Students with SEN may attend the trip under the advice of the Special Educational Needs department.
- Students and parents/guardians shall be acquainted in advance of the tour with rules, regulations and special requirements of that tour.
- Any breach of trust may result in parents being contacted and requested to arrange at parents' expense, the return home of a student from aboard.

- Tour leaders and all members of staff accompanying the tour must ensure that, if it becomes necessary to question a student about a potentially serious matter, another adult be present. In addition to the Code of Discipline, students must adhere to the law of the country which they visit. In the event of a breach of this, due process of law will follow.

Parent Signature

Student Signature

