



Trips and Tours Policy

Ratified: Mr Michael Gilbert, School Manager

Date: December 2008

Introduction

School trips and/or tours aim to enhance the ethos and curriculum of Stratford College. They are organised at the discretion of staff members and the costings, itinerary, supervision and a tour authorisation form must be submitted for approval to the Principal prior to a trip's finalisation. Students may attend at the discretion of the school authorities.

ROLE OF THE TOUR LEADER

The Teacher acting as tour leader is responsible for:

- Booking the trip and organising dates
- Liaising with the tour company
- All correspondence to the parents and tour company
- Budgeting for the trip i.e. projecting the cost to the parents
- Organising the itinerary
- Presenting the information night for parents and students in advance of the trip
- Organising teachers to accompany students on the trip. The choice of staff to travel is at the discretion of the tour leader subject to agreement of the Principal.
- Managing the budget while abroad

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- Communicating with parents and school while abroad

The school will provide the following support for the leader:

- The office will administer the incoming money and keep account of balances
- The school will afford the tour leader discretion with regard to destination, staff travelling, and itinerary subject to agreement by the principal
- The school will provide the teacher with a secure method of travelling with money
- The school will not hold the teacher accountable in the event of any lost property or money
- In the event of an insurance claim, the office will take care of any administration of the claim
- The school will support the teachers and tour leaders in the implementation of the Code of Behaviour and Discipline.

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TOUR AUTHORISATION FORM

DETAILS OF SCHOOL TOUR		
Name of School	Address	Roll No.
Tour Dates		
From	To	Number of School Days
____ / ____ / ____	____ / ____ / ____	
Brief Outline of Tour (enclose details)		
No. of Students Participating	Total number of students in relevant grade	
Enclosed	Please tick	
	1. Letters 2. Itinerary 3. Code of Behaviour 4. Travel Insurance Certificate (forwarded to	

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School Administrator) 5. Reconciliation of Trips (incl staff expenses) 6. List of participants 7. All documentation is available in the school office/on school office computer. 8. The needs (religious observance, food etc.) of Jewish students will be met. Please list students concerned and detail arrangements.		
Expected benefits to accrue from the tour		
Why is the tour deemed to be necessary		
Adults accompanying the students		
Class Teacher	No. of other Teachers	No. 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:

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That adequate insurance is in place to cover all risks while on tour (please attach)	Yes:	No:
That parental permission has been secured for each Student who is to participate on the tour	Yes:	No:
Signature of Principal:	Date:	

Sample

CODE OF BEHAVIOUR



NEW YORK TRIP

Being part of a group creates its own demands. Apart from observing the rules students must be disciplined and watch out for their own safety. Students must be courteous and well behaved at all times with their teachers, on buses etc. Rooms and personal belongings must be kept tidy.

ITINERARY

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- On Sunday 6th February, the departure date, students must make their own way to the Airport. The same will apply in relation to arrival on Friday 11th February. Please ensure students are collected promptly, or arrange a suitable alternative in advance.
- There will be no opportunities for purchase of cigarettes or alcohol at the airport or for their purchase at any time during the trip.
- A willingness to experience and learn about the wealth of artistic and cultural features that will be available on the trip is a must. Students should acquaint themselves with their itineraries before the departure.

PLEASE NOTE:

1. Pocket-money is at parents' discretion
(we recommend no more than \$300)
Stratford College recommend that students should not take valuable jewellery or electronic equipment with them. The school will not be held responsible for loss or damage to any personal items.
2. Food: We encourage students not to be overfastidious and to experiment: Vegetarians etc. must make themselves known before the Tour.



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3. If a student has a medical condition, requires medication or has any complaint which the teachers ought to be alerted to, please fill in the details on the accompanying Medical Form.
4. Students must observe "Lights Out" at night. A good nights sleep is a must for a tour of this kind and is a right which all students and teachers are entitled to. A deliberate or persistent disregard of this will be viewed as a serious breach of the Code of Behaviour.
5. Students must not leave their Hostel at any time unless a teacher is with them.
6. Students must make their whereabouts known to teachers at all time.
7. Socialising in the hotel should take place in the communal areas before 'lights out' only. Under no circumstances should boys be in girls' rooms or vice versa without the express consent of a teacher.
8. The purchase, possession or consumption of alcohol or illicit drugs is strictly forbidden. We see this as particularly offensive and dangerous to the health and well being of students and the severest of penalties will be imposed.

PENALTIES

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- a) Misbehaviour or breaches of rules will result in disciplinary procedures upon return to school. This may include detention or even suspension.
- b) Serious misconduct i.e. putting their own safety and that of the other Tour members at risk, will mean that a student will be sent home on the next available flight – any costs incurred will be the responsibility of the parents involved.
- c) Parents and students will be asked to sign a form to show that they understand and will comply with these regulations in full.



STUDENTS SHOULD PACK THE FOLLOWING:-

(Weather is normally very cold in New York in February)

Pair of comfortable walking shoes

Rainjacket

Warm jacket

Hat & Gloves

Warm jumper for evenings

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ZION ROAD, RATHGAR, DUBLIN 6. TEL: 353 1 492 2315 FAX: 353 1 4920372
E-MAIL: admin@stratfordcollege.ie WEB: www.stratfordcollege.ie

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Sunglasses

Small backpack/moneybelt

Disposable camera (optional).

Clothes should not be inappropriate or revealing

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NEW YORK TRIP

1. I give/do not give my son/daughter _____ permission to smoke on the trip. I accept that she/he must comply fully with the Rules concerning this and observe no smoking policies.

Parent's signature: _____

2. Student's Name: _____ will be taking the following medication on the trip – please specify

3. Are there any other medical details that we should know? Please give details:

4. Vegetarian: YES NO *Please tick*
 Any other dietary requirements (Please specify):

I have read the Rules and Regulations which apply to this trip and agree to observe them. I accept that a serious breach of Rules and Regulations will, at the discretion of the staff members, incur serious disciplinary measures.

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I agree to cover any costs incurred.

(Please return signed copy to Mrs. Twyford Troy after reading and discussing these regulations with your son/daughter)

PARENT'S NAME(S): _____ Please print

Parent's Signature(s): _____

STUDENT'S NAME: _____ Please print

Student's Signature: _____

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