**Policy on School Tours**

Updated Jan 2018

It is generally accepted that properly organised school tours can be of great educational value to those participating in them.

As a result of our experience over the years we have decided that all classes should go on one educational tour each year.

Care should be taken when selecting tour destinations to ensure that the Department’s guidelines be met and that the locations chosen are matched to the levels of maturity and intellectual development of the children. Due preparation should be made for the tour and follow on work / exercises should be prepared.

Whereas the selection of the tour destination / content is a matter for each class teacher, all plans must be approved by the principal before being proceeded with.

School will provide supervision taking into account the circumstances, age of children, nature of activity and any other relevant details.

**Tours Involving Overnight Stays**

In the case of overnight stays the school authorities will:

(a) strive to ensure in advance that the accommodation is clean, safe and appropriate for the students

(b) establish a list of the items that the students should bring with them

(c) become aware of whether students are prone to any problems that may have particular relevance to overnight stays (e.g. sleepwalking, bedwetting or nightmares.)

(d) ensure that the students are made aware of an evacuation plan in the event of a fire

(e) conduct regular headcounts to ensure all students are accounted for

(f) make provision for medical care if it should be required

(g) provide students with the address and phone number of the Hotel/Hostel where the group are staying.

(h) parents will be expected to reimburse the school for any medical supplies or for any expenses incurred on behalf of their son.