



ALEXANDRA COLLEGE

DUBLIN

Policy of Alexandra College on Educational Outings, Trips & Tours

1. Introductory Statement

The Board of Management of Alexandra College has adopted this policy in accordance with Circular Letter M 20/04 to ensure that all educational tours provide a significant benefit to the educational, intellectual, cultural, and social development of students which cannot be achieved by in-school activities alone.

2. Relationship to the Characteristic Spirit of Alexandra College

This policy sits within the framework of the school's overall Code of Behaviour and aligns with and reflects our mission, ethos, educational philosophy and our values.

Our Mission

We are committed to creating and maintaining an inclusive learning environment in which every girl is enabled to know her worth, see the worth of others, and to live each school day well, for her good and for the common good.

It is our hope that every student leaves this College equipped to continue her lifelong learning process joyfully, to carve her own path, to make and sustain relationships, and to make her particular positive contribution to society.

Achievement of our mission requires the full support, engagement and day to day commitment of the whole school community.

Our Educational Philosophy

We believe that:

- learning is questioning, exploring, understanding and sharing
- learning is a challenging and enjoyable lifelong process
- teaching should stimulate, encourage and excite the students
- students benefit from a safe environment in which they can stretch, experiment and discover their potential

We reflect consistently on how we educate and learn so that we facilitate and inspire engaged learners and citizens.

Our Values

Our core values are a daily commitment to a way of being in the world. Together, they provide a framework to help us to think clearly, behave positively, reach sound decisions, be well, and contribute to the development and wellness of others.

We are committed to:

Independent Thinking: We teach our students to know themselves; how to think freely, critically and purposefully; to reason respectfully.

Respect: We respect ourselves, each other and our environment. We acknowledge the perspective, development and contribution of every individual and work together to benefit personal growth and the common good. We create an atmosphere and community of respect, understanding, non-judgmental challenge and encouragement.

Responsibility: We are responsible for ourselves and to society. We encourage our students to create and to take leadership opportunities, to act purposefully with conscience.

Diversity: We value the identity, heritage and culture of every student. We acknowledge and celebrate interconnectivity and the value and challenge of difference.

3. Purpose of the Policy

The Board of Management grants approval through the Principal for tours and outings which meet the criteria set out in this policy.

The policy sets out:

1. the rationale for having outings and tours; and
2. the criteria to be met to ensure:
 - a. the broad education of our students in line with our mission and educational philosophy;
 - b. the health and safety of all students and members of staff on educational outings; and
 - c. that students get the optimal benefit and enjoyment from tours and outings and that the extra cost for parents and guardians and the extra burden on school time and resources of tours and outings are taken into account.

4. Rationale for Having Tours/Outings

- a. Alexandra College is committed to the broad education of all students who attend the College. Alexandra College provides an effective, wide-ranging academic education supported by education in sport, music and the performing and visual arts. We recognise that exposure to a variety of experiences and cultures is part of an holistic education. We encourage students to be curious, to engage in intellectual challenge and to explore the

world around them: in class, in extra-curricular activities, and in the diverse learning community of a boarding and day school which welcomes students from all over Dublin, Ireland and the world.

- b. Tours and outings provide a significant benefit to the educational, intellectual, cultural, and social development of students which cannot be achieved by in-school activities alone. They are an extension and reinforcement of classroom activities.
- c. The curriculum content of some subjects requires field studies/tours/outings/recreational activities, which take place off campus.
- d. Tours assist in facilitating social skills and bonding between students, as well as providing teachers with an opportunity to get to know students in a non-classroom environment.
- e. Tours and outings facilitate students to build awareness of and links with the local community and with people of different cultures at home and around the world.
- f. In-school teaching and learning is enhanced with a balanced programme of outings and tours for the school year that does not prove too costly to parents or guardians and does not overburden the school timetable or impinge on the day to day operation of the school.

5. The need for a Relevant Policy

- a. To safeguard the health, safety and welfare of our students by ensuring that reasonable care has been taken in the nature of the trip chosen, the level of supervision provided, the venue, the means of transportation, the demands on the physical resources of the girls, having regard to their age and capacity, and the dangers to which they may be exposed.
- b. To ensure that all staff are aware that the degree of care required of them will vary with the circumstances and the age of the student.
- c. To ensure that the extra cost of trips is communicated in good time to facilitate parents and students to plan and so to facilitate participation in school trips.
- d. To ensure that tours and outings take place efficiently and smoothly and with appropriate supervision.
- e. To clarify expectations of behaviour for all tours and to outline the grounds on which a student may be refused permission to be included on a trip.
- f. To involve all members of the school community in implementing this active living policy on tours and/or outings to promote partnership, student agency and co-agency, and daily application by the School Community of the school's values.

6. Scope of policy

This policy applies to all members of the staff of Alexandra College who take students off campus on an outing or trip. It applies to all and each of the students participating in the activity and to their parents/guardians.

7. Expected Behaviour

- a. Students are expected to conduct themselves well whilst on the tour, with responsibility for themselves and to others, and with respect. Students must abide by the accompanying staff's instructions to facilitate the smooth running of the tour.
- b. This policy should be read in conjunction with the Code of Behaviour; Anti-Bullying Policy; and Social Media and Internet Acceptable Use Policy; the values and ethos of the school and day to day teaching and learning on appropriate and unacceptable behaviour.
- c. The Code of Behaviour of Alexandra College and associated policies apply to all students of Alexandra College and relate to all school activities both during and outside of normal school hours. They apply both on and off campus, and anywhere students are clearly identified or identifiable as students of the College.

In particular, Section 25 of the Code of Behaviour provides:

“Outings and Tours

- i. This Code of Behaviour also applies to all school outings and tours, whether or not they involve an overnight stay.
 - ii. Before a student is accepted for a tour, her previous behaviour may be taken into consideration.
 - iii. Parents or guardians will be notified, in advance, of all tours and both the student and her parents or guardians must sign the appropriate consent form. In this way parents, students and teachers enter into a partnership promoting good and appropriate student behaviour at all times.
 - iv. Parental consent is not required for outings, sanctioned by the Principal, which take place during the school day.
 - v. Representing Alexandra College is an honour and brings responsibilities. Students representing the College must adhere to the College's Code of Behaviour at all times.”
- d. Students may not consume, share or purchase alcohol, cigarettes, e-cigarettes or drugs whilst on the tour, even if they are over 18. The College reserves the right to impose sanctions in accordance with the Code of Behaviour and/or:
 - i. The offending student may be sent home immediately at the parents' expense.
 - ii. The offending student may be excluded from future school tours.
 - e. Staff reserve the right to inspect all items of personal property and luggage, in the presence of the student, at any time. Staff may also inspect accommodation areas.
 - f. Students are responsible for paying for any damage to property, for which they are responsible.
 - g. Tours are organised as a group venture – students must remain with the group at all times. They are expected to present themselves at meal times, roll calls, etc, and must

attend all excursions. Students may have some free time to shop/explore but must do so in groups of no less than three.

- h. Students are expected to adhere to the bed times decided upon by the staff and to turn off and keep turned off all devices.

8. Refusal of Permission to Participate

- a. No student will be permitted to participate in an outing, tour or trip if she and her parent or guardian have not signed and submitted the Code of Behaviour Acceptance Form to indicate their understanding and acceptance of the Code of Behaviour of Alexandra College.
- b. No student will be permitted to participate in an outing, tour or trip if her parent or guardian has not signed and submitted the appropriate consent form.
- c. Before a student with a medical condition is allowed to participate in a trip, the school must be confident that the needs of the student can be managed without compromising the health and safety of the student in question, the other students participating, or the itinerary of the trip. Each case will be considered on an individual basis in consultation with parents/guardians.
- d. The Principal may at her discretion exclude from any tour, trip or outing any student who:
 - i. has a history of inappropriate behaviour at school or at school activities;
 - ii. has a record of breaches of the Code of Behaviour.

9. Approval for Educational Tours

The Principal will approve tours on behalf of the Board of Management provided that the tour conforms with the criteria of the circular letter M20/04 and that in particular, in so far as is reasonable:

- a. the proposed tour is an extension and reinforcement of classroom activities; is designed to include the maximum number of students in a class; and is likely to enhance the learning process of as many students as possible by providing educational experiences which the classroom alone cannot provide;
- b. the proposed tour is planned, in consultation with parents, well in advance of tour dates and preferably before the start of the school year;
- c. the full cost of the tour is communicated to parents at the planning stage so as to facilitate financial preparation with a view to facilitating maximum pupil participation;
- d. every effort is made to ensure that the cost involved does not prevent any pupil or group of pupils from participating in the tour;
- e. where possible, if the proposed educational tour is of more than one day's duration, it is arranged to coincide with normal school holidays;
- f. staff planning the tour or outing, are aware of all necessary procedures that must be observed to provide for the health and safety of staff and students and to ensure that tours and outings take place efficiently and smoothly and that the standard of supervision is firmly within guidelines and standards;
- g. the proposed tour is appropriate to the age group/grade concerned;

- h. the school tour coordinator has taken into account other proposed events for the year;
- i. if taking place during a school day, the proposed tour involves:
 - i. an exchange of groups of students with another school;
 - ii. attendance at a course of instruction;
 - iii. active participation in a music, drama or arts festival;
 - iv. a visit to a conference or exhibition of clear educational value; or
 - v. significant linguistic, developmental, creative, intellectual, physical, emotional, spiritual or cultural benefit.

10. Insurance

Alexandra College has insurance cover in place to cover all of our students and staff for the costs incurred for treatment as a result of an accident during all school activities whether on or off campus. This also includes trips abroad. Students should bring their E111 or European Health Insurance Card on trips within the EU.

11. Arrangements for Students Not Participating

The school will arrange that students who are not participating in the tour (including pupils from other classes who will be affected by their subject teachers absence) are adequately catered for while their teachers are away on the tour. Appropriate arrangements will be made for the conduct of those teachers' classes in their absence in accordance with Circular PPT 01/03.

Alexandra College will always take into account the effect that the absence of accompanying teachers will have on the normal work in the school and the number of teachers absent for a tour will be kept to the minimum level required for the safety and supervision of the students on tour.

12. Potential Destinations

The College recommends the following destinations as a guideline:

- a. 1st year students have day tours within Ireland
- b. 2nd years may travel to England
- c. 3rd years may travel to continental Europe
- d. 4th, 5th and 6th year students – tours are generally subject based or aligned with the ethos and charitable purpose of the school.

Alexandra College reserves the discretion to organise other tours and outings which serve the effective, broad and enjoyable education of our students.

13. Tour Proposal Form

- a. Members of staff who wish to take students on a tour, outing or trip must put their request in writing to the Principal by completing and submitting the Tour Proposal Form in Appendix A at least two weeks ahead of the proposed outing.
- b. The tour proposal will outline the educational or other benefits that students will derive from the tour.
- c. For trips outside the island of Ireland, the Principal must receive the Tour Proposal Form before the end of May in any school year for inclusion in the following year's programme.

- d. The Tour Proposal will be completed by the Principal and retained in the school for examination.

14. The Tour Team

- a. When the proposal is sanctioned by the Principal the school tour coordinator will inform the students and parents/guardians concerned. When student numbers are established the school tour coordinator will invite staff members to join the Tour Team. The Tour Team has responsibility for organising and planning the tour.
- b. Before leaving each participating teacher will be assigned a small number of students and be known to the students as their Group Leader. If possible these groups should remain unchanged throughout the tour. Students with specific needs will be allocated a specific member of staff to liaise with throughout the tour.
- c. Supervision Rota: The school tour coordinator will arrange a Standby Rota with the Tour Team for use in the various types of overnight accommodation used.
- d. The Tour Team must conduct a full risk assessment of the tour and all its activities. This risk assessment must be discussed with the Principal, the school tour coordinator and at least one other member of the Tour Team not later than 4 weeks before the tour commences.

15. Day Tours and Outings within Ireland and Northern Ireland

- a. Day tours may take place during the school day or may extend beyond normal school hours.
- b. Day tours must have the approval of the Principal.
- c. On accepting the offer of a place at Alexandra College parents will give advance written permission for all day tours that are planned to take place entirely within normal school hours and that have the approval of the Principal. No further specific permission from parents or guardians is required.
- d. Specific permission from a parent or guardian is required for a day tour that:
 - i. is expected to extend beyond normal school hours
 - ii. has one of its destinations in Northern Ireland
 - iii. includes an activity which requires supervision by trained professionals, such as ice-skating or an Outdoor Education Centre
- e. Once the Principal has approved a tour, the school tour coordinator will:
 - i. enter the tour details onto the College database
 - ii. to minimise any medical risk, submit a list of the names of those travelling to the College nurse
 - iii. inform parents/guardians by forwarding brief details of the tour to the Deputy Principal and marketing manager for inclusion in AlexPress and in the calendar on the Alexandra College website
- f. Day tours may involve an extra financial cost. For example, a fee may be charged to cover the cost of transportation to/from an event. Any extra costs arising should be paid before the outing through the College online payment system. The College wishes to

- ensure that any extra cost will not prevent a student from participating. In the case of financial difficulty, application for assistance may be made in confidence to the Principal.
- g. For trips that extend beyond normal school hours, it is the responsibility of parents/guardians to ensure that arrangements are in place for their daughter's journey to/from the College. The school tour coordinator must be informed in advance of these arrangements.
 - h. On all day tours there must be an appropriate ratio between the number of students and the number of staff travelling. This ratio will vary depending on the nature of the trip and the age of the students travelling.
 - i. The College will always have the mobile/contact numbers of the coach company or staff involved in case of delays or any other occurrences.
 - j. On occasion, staff may drive students to/from an event provided that the number of students is within the capacity of the vehicle.
 - k. On completion of a tour, the school tour coordinator must complete the "trip report" section on the College database.

16. Independent Student Travel

On occasion and in certain circumstances, it may be suitable for Senior Cycle and Transition Year students to travel independently to and/or from an event in Ireland. In such an instance, the school tour coordinator must advise parents in advance. Junior Cycle students may not travel independently.

17. Overnight Tours, Inside or Outside Ireland

- a. Any overseas tour will be organised through a licensed tour operator or travel agent who will arrange the travel package including accommodation. This does not apply to travel within the island of Ireland.
- b. Staff organising a trip will liaise with the Finance Manager to get an up to date list of suitable licensed operators specialised in school tours.
- c. The school tour coordinator will work closely with the tour operators to ensure the school retains full control of the tour.
- d. Payments from students, their parents or guardians must be made directly to the travel agent or tour operator and will not be collected through the school or school tour coordinator.
- e. The number of students participating will vary depending on the nature of the tour and the staff/student ratio will be appropriate to the age group and as recommended by the tour operator or travel agent.
- f. In the case of tours being oversubscribed, priority is given to those students who are studying the appropriate subject and by random selection.
- g. A letter to parents will contain a draft itinerary; deadline for registering; deadline for payment of non-refundable deposit; and the information set out in Appendix C of this policy.

- h. The school tour coordinator reserves the right to make changes to the itinerary and to cancel the trip if the school tour coordinator deems it necessary to do so to ensure the safety and wellbeing of students.
- i. The school tour coordinator will factor into the budget an extra amount (maximum 10% of the full tour cost) to cover any extras that may not be covered in the basic cost.
- j. If a passport is required, a photocopy of the student's passport must be included with the deposit. All passports must be valid for at least six months following the trip.
- k. Visas may be necessary for the destination and some countries require them to be processed together. There may be an additional cost to secure a visa. Parents will be informed that students with non-EU passports may need visas for EU countries.
- l. Students must have their E111 or European Health Insurance Card for travel to countries in the EU.
- m. It is important to impress upon parents that the onus is on them to ensure that their daughter has all necessary up-to-date documentation well in advance of the tour.
- n. Parents will be informed in good time if there are any mandatory or recommended inoculations for the destination. It is important that parents understand that the onus is on them to make arrangements for their daughter to receive all necessary inoculations.
- o. Students must attend all information meetings and co-operate with all requests pertaining to the tour.
- p. Following payment of the deposit, parents will receive a Permission Letter and Form (as in Appendix D), all sections of which must be completed and the form returned to the school tour coordinator at least two weeks before travel. No alterations or additions may be made to any official College form.
- q. Details of accommodation, travel arrangements, any special local conditions, personal items that the student needs to bring, guidelines for spending money and money for extras such as meals and excursions will also be sent to parents.
- r. It is the responsibility of parents/guardians to ensure that arrangements are in place for their daughter's journey to/from the airport and to arrange safe handover to and from the school tour coordinator.
- s. Mobile phone communication between teachers/supervisors and students on the tour may be necessary. Each participating staff member will have a list of each participant's mobile phone number (as given on the Permission Form). Each student will be given the mobile phone numbers of each participating staff member and must have those numbers with them at all times while on the tour. The school tour coordinator will arrange for a credit card size laminated list of numbers to be made, which may be easily carried in a wallet. A mobile phone is available from the College for use by staff members participating in school tours.
- t. The school tour coordinator will have two emergency contact numbers; usually this will be the Principal and the Deputy Principal.
- u. One of the staff members on the tour will have had training in First Aid and be responsible for a First Aid Kit, which is available from the school nurse. Parents must inform the school tour coordinator if their daughter has any special medical needs. A log of all incidents will be kept by the school tour coordinator.

- v. If any participating member of staff has good reason based on reasonable grounds, such as concern for physical safety, suspected possession or use of drugs or alcohol or other concerns, two members of staff, one of whom must be female, may carry out inspection of rooms or personal property (bags, suitcases etc) with the student present. Staff will not have any physical contact with a student's clothing. If a search is deemed necessary, the student will be asked to empty her own pockets or to search the clothing that she is wearing.
- w. If a student is found to be in serious breach of any of the rules in the College Code of Behaviour, the staff in charge will contact the Principal immediately.
- x. On completion of a tour, the school tour coordinator must complete the "trip report" section on the College database.

18. Accident/Incident Form

An Accident/Incident Report Form (Appendix B) must be completed for any and all accidents or incidents that occur on an outing, trip or tour. Examples of reportable incidents include: persistent lateness at the rendezvous point; not staying with the group; rudeness to teachers or instructors; and serious breach of school rules, particularly in relation to alleged or proven substance abuse.

19. Immediate Disciplinary Action

If the behaviour of a student is deemed to have been a danger to themselves or to others the student will be sent home. Parents will be telephoned and informed of the situation. The extra travel costs will be the responsibility of the family involved.

20. General Guidelines for Away Matches; Sports and PE Trips

- a. Members of staff who wish to take students to a match/sporting activity must put their request, in good time, to the Principal.
- b. Once the Principal has approved an activity, the organiser should inform parents/guardians.
- c. Each coach is responsible for taking a properly equipped first-aid kit to his/her match.
- d. If a minor accident occurs the PE staff will treat it on the spot. Anything deemed a major or potentially threatening injury is directly referred to the nurse. If there is a serious accident the PE staff will ring an ambulance directly.
- e. Any accident deemed to be of a serious nature is recorded on an accident report form, a copy of which is submitted to the Operations Manager. PE staff will appraise students of the necessary safety equipment for each respective sport.
- f. If any student is excused, with written permission, from all or part of a PE class the teacher must be informed in the normal manner. If the excuse is due to injury, the student is expected either to accompany her class and watch the proceedings or remain indoors with another PE group.
- g. The PE staff organise transport to and from all matches, using the school mini bus or a recognised coach company. In the case of local venues, parents will be asked to provide transport and are asked to facilitate boarders where required.

- h. When an away match is organised during school hours at a time when PE activities are scheduled for other students, the number of staff travelling must be dependent upon the staffing requirements of the activities on campus. Generally one coach will travel with a team. The needs of the students on campus must receive priority when organising away matches.

21. Policy Development and Availability

This Policy relating to Educational Tours and Outings has been developed and drawn up in consultation with the whole school community.

22. Implementation and Compliance

All members of the College staff who are in charge of students on a tour or outing off-campus will monitor the implementation of this Educational Outings and Tours Policy.

The full co-operation of students and parents/guardians is expected for all off-campus activities. Parents/guardians will encourage their daughter(s) to uphold the standards of behaviour expected on all Educational Tours and Outings.

23. Success Criteria

- a. Girls develop a broad love of learning which reaches far beyond school curriculum.
- b. The planning, organisation and carrying-out of all tours and outings has proceeded without difficulty.
- c. Any unforeseen event which occurred was dealt with promptly, reasonably and in line with the guidelines in this policy.
- d. All staff members and students returned safely, having achieved a worthwhile learning experience.

24. Review and Evaluation

At the end of every tour/outing, the school tour coordinator, in the submitted report, will include any recommendations for changes or inclusions in this policy. There will be an annual review of the Educational Outings and Tours Policy.



ALEXANDRA COLLEGE

DUBLIN

Tour Proposal Form

Details of School Tour		
Name of School	Address	Roll No.
Alexandra College	Milltown Dublin 6	60910F
Tour Dates		
From	To	Number of School Days
___/___/___	___/___/___	
Brief Outline of Tour		
Number of Students Participating	Total number of students in relevant years	
If some students are not participating, outline the reasons why		
Expected educational benefit to accrue from the tour		

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Why is the tour deemed to be necessary

Adults accompanying the students

Name of Teacher in Charge	Names or Number of other teachers	Number of other adults

Confirmations (to be completed by the Principal)

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:

Other considerations:
Is the proposed tour suitable for the age and capacity of the students under the following headings:

- Nature of tour
- Venue
- Means of transportation
- Physical demands
- Number of supervisors

Risk Assessment:

Signature of Principal:

Date:



ALEXANDRA COLLEGE

DUBLIN

Incident Report Form

Please answer all questions fully and accurately. Please state N/A if the question does not apply to the incident.

Please also including photos of the location, where appropriate, with completed Incident Report Form:

PREMISES NAME & LOCATION:	
LOCATION OF ACCIDENT	
DATE & TIME OF ACCIDENT	
CONTACT NAME OF PERSON COMPLETING FORM:	
CONTACT TEL NO:	
WHEN WAS INCIDENT FIRST REPORTED TO YOU:	
WHO REPORTED INCIDENT:	
NAME / ADDRESS OF INJURED 3 RD PARTY:	
DETAIL OF INJURIES:	

CONTACT PHONE NO OF 3RD PARTY:	
APPROXIMATE AGE:	

DID THE GARDAI CALL TO THE SCENE?	
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DID YOU OR ANY STAFF/3RD PARTY ADMINISTER FIRST AID? IF SO, WHAT EXACTLY:	
DID A DOCTOR ATTEND THE SCENE? IF YES, STATE NAME AND ADDRESS:	
DID AN AMBULANCE ATTEND THE SCENE:	
DETAIL INJURY AND WHETHER HOSPITALISED (IF SO WHAT HOSPITAL):	
DID ANY OTHER 3RD PARTY CAUSE OR CONTRIBUTE TO THE OCCURRENCE: IF YES, PLEASE ADVISE AND PROVIDE NAME AND ADDRESS:	

WITNESS NAMES AND ADDRESSES/CONTACT PHONE NO:	
1.	
2.	

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WAS THERE ANY DAMAGE CAUSED TO 3RD PARTY PROPERTY?	
IF YES, GIVE NAME AND ADDRESS OF OWNER:	
DESCRIPTION OF DAMAGED PROPERTY:	

WAS THERE SPILLAGE ON GROUND?	
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EXPLAIN FULLY WHAT HAPPENED:

For office use only

IS THERE CCTV FOOTAGE OF THE INCIDENT? IF YES, THEN PLEASE BURN 2 COPIES TO DISC AND SUBMIT WITH FORM.	YES	NO
2 COPIES CCTV INCLUDED?	YES	NO

Signature: _____

Time & Date: _____

Information for parents and students

For All Trips

- A draft itinerary;
- Estimated cost
- Any additional expenses that are known in advance of the trip.
- Deadline for registering;
- Deadline for payment of non-refundable deposit
- Any monies already paid to the College may not be refunded
- In the case of an emergency, parents may contact the school at 01 4977571 and a message will be forwarded to the Teacher in Charge.
- The school tour coordinator reserves the right to make any alterations to the itinerary as are deemed necessary.
- Students are responsible for all their personal belongings, including money, whilst on the trip.

For Overseas Trips

- Tour Operators terms & conditions
- If a passport is required, a photocopy/photo of the student's passport must be included with the deposit. All passports must be valid for at least six months following the trip.
- Visa requirements
- Visas may be necessary for the destination and some countries require them to be processed together. There may be an additional cost to secure a visa. Parents will be informed that students with non-EU passports may need visas for EU countries.
- Students must have their E111 or European Health Insurance Card for travel to countries in the EU.
- The onus is on parents to ensure that their daughter has all necessary up-to-date documentation well in advance of the tour
- Any mandatory or recommended inoculations for the destination. The onus is on parents to make arrangements for their daughter to receive all necessary inoculations.
- Students are expected to bring enough money for their personal spending and to cover any unexpected expenses, like evening excursions, not covered in the cost of the tour.
- The school tour coordinator must be informed of any cancellations in writing.
- The Tour Operator may impose a cancellation fee.
- To ensure the smooth organisation of the tour, students and parents are asked to cooperate by attending all necessary meetings, and present all the required documents and payments by the deadline specified.
- Students are responsible for all their personal belongings, including money, passports and tickets whilst on the trip.
- The school tour coordinator, solely at his/her discretion, may opt to mind passports, medical entitlement form/card (E111) and tickets.
- The Alexandra College policy on Educational Outings, Trips & Tours, the Code of Behaviour, and Anti-Bullying apply to all school tours and outings.



ALEXANDRA COLLEGE DUBLIN

Parental Permission Letter and Form - Trips within School Hours

Dear Parents/Guardians,

During each school year a number of outings will be arranged to take place entirely within normal school hours to enhance classroom and in-school learning, encourage a love of learning and curiosity beyond school-based learning and benefit the educational, intellectual, cultural, and social development of students.

Students are expected to conduct themselves well while on an outing, with responsibility for themselves and to others, and with respect for all. Students must abide by the accompanying staff's instructions at all times.

Please note and discuss with your daughter/child in your care of the behaviour expected of her while representing Alexandra College. Please remind your daughter/child in your care that:

- the Educational Tours & Outings Policy;
- the Code of Behaviour;
- Anti-Bullying Policy;
- Social Media and Internet Acceptable Use Policy;
- the ethos of the school; and
- day to day teaching and learning on appropriate and unacceptable behaviour

all apply to all school activities, both on and off campus, and anywhere students are clearly identified or identifiable as students of the College.

Please sign and submit the consent form to note your consent to your daughter participating in all outings which are arranged to take place entirely within the school day and have the approval of the Principal.

Consent to Outings Within the School Day

I have read Alexandra College's Educational Tours & Outings Policy. I accept it and will support the school in implementing it. I have spoken with my daughter/the child in my care about her responsibility to act with respect for herself and others and in a way that will represent the school in a positive way and in accordance with this policy.

I give permission for my daughter/child in my care to participate in outings which are arranged to take place entirely within the school day and have the approval of the Principal.

Parent/Guardian's Signature: _____ **Date:** _____

Student's Name: _____

Student's Class: _____



ALEXANDRA COLLEGE D U B L I N

Parental Permission Letter and Form - Day tours that are expected to extend beyond normal school hours; have one of their destinations in Northern Ireland; or include an activity which requires supervision by trained professionals, such as ice-skating or an Outdoor Education Centre

Dear Parents/Guardians,

We are delighted that we have the opportunity to bring [class/group] to [event/place]. This outing will enhance in-school learning, encourage a love of learning and curiosity beyond school-based learning and benefit the educational, intellectual, cultural, and social development of students.

Details of Trip:

Travel arrangements:

Cost of Trip:

Extra pocket money recommended:

Please arrange for your daughter to be at school at [time]. The coach will leave at [time]. We expect to get back to Alexandra College at [time]. Please arrange for your daughter to get home safely from school at that time.

Students are expected to conduct themselves well while on an outing, with respect for themselves and for others. Students must abide by the accompanying staff's instructions at all times.

Please note and discuss with your daughter/child in your care of the behaviour expected of her while representing Alexandra College. Please remind your daughter/child in your care that:

- the Educational Tours & Outings Policy;
- the Code of Behaviour;
- Anti-Bullying Policy;
- Social Media and Internet Acceptable Use Policy;
- the ethos of the school; and
- day to day teaching and learning on appropriate and unacceptable behaviour

all apply to all school activities, both on and off campus, and anywhere students are clearly identified or identifiable as students of the College.

Please sign and submit the consent form to note your consent to your daughter participating.

Consent/ Permission

I have read Alexandra College’s Educational Tours & Outings Policy. I accept it and will support the school in implementing it. I have spoken with my daughter/the child in my care about her responsibility to act with respect for herself and others and in a way that will represent the school in a positive way and in accordance with this policy.

I give permission for my daughter/child in my care to participate in this outing and will arrange for her to get to school and home from school safely at the indicated times.

Parent/Guardian’s Signature: _____ **Date:** _____

Student’s Name: _____

Student’s Class: _____



ALEXANDRA COLLEGE DUBLIN

Parental Permission Letter and Form - Overseas Tour

Dear Parents/Guardians,

We are delighted that we have the opportunity to bring [class/group] to [event/place]. This tour will [outline benefits][enhance in-school learning, encourage a love of learning and curiosity beyond school-based learning] and benefit the educational, intellectual, cultural, and social development of students.

Details of Trip:

Cost of Trip:

[We estimate that the trip will cost approx []. This covers flights, inoculations, full board, and all travel while in []

A non-refundable deposit is due before [date] made payable to [], a bonded travel agent.

Travel arrangements: Appendix C

Extra pocket money recommended:

Students are expected to conduct themselves well while on the trip, with respect for themselves and others. Students must abide by the accompanying staff's instructions at all times.

Please note and discuss with your daughter/child in your care of the behaviour expected of her while representing Alexandra College. Please remind your daughter/child in your care that:

- the Educational Tours & Outings Policy;
- the Code of Behaviour;
- Anti-Bullying Policy;
- Social Media and Internet Acceptable Use Policy;
- the ethos of the school; and
- day to day teaching and learning on appropriate and unacceptable behaviour

all apply to all school activities, both on and off campus, and anywhere students are clearly identified or identifiable as students of the College.

Medical Care & Attention

You have given general medical consent to the school. While away, your daughter may require emergency treatments or operation. To ensure her health and wellbeing, especially when you cannot be reached, the school requires your consent to school staff acting on available professional medical advice and your agreement that no liability shall attach to the staff in charge if they follow professional medical advice.

Immediate Disciplinary Action

If the behaviour of a student is deemed to have been a danger to themselves or to others the student will be sent home. Parents will be telephoned and informed of the situation. The extra travel costs will be the responsibility of the family involved.

Insurance

If students have private health insurance it is recommended that they bring with them the contact details of their provider and their policy number and inform their provider of any medical care needed while abroad.

If you wish to decline a place on the trip it is important to contact [school tour coordinator] by [date].

We do hope that everything is to your satisfaction and that the trip will prove to be a very enjoyable experience and we ask you to complete all sections of the permission form below.

Yours sincerely,

Principal

Teacher in Charge

Please sign and submit the consent form to note your consent to your daughter participating.

Permission/Consent to Trip Form

I _____ (please print) give permission for my daughter (name of student, please print) _____ Class _____ to travel to
[Place] on [Nature of trip]
from [Date of outward journey] to [Date of return]

I have read Alexandra College's Educational Tours & Outings Policy. I accept it and will support the school in implementing it. I have spoken with my daughter/the child in my care about her responsibility to act with respect for herself and others and in a way that will represent the school in a positive way and in accordance with this policy.

In addition to the general medical consent we have given the school, we/I give consent in respect of my/our daughter (print) _____ while on the tour:

1. She may receive first aid treatment & appropriate over the counter preparations for the relief of minor illness symptoms;
2. If any emergency treatments or operation become necessary when we are not immediately available, they may be undertaken on the advice of attending doctor;
3. The members of staff in charge may if they deem it necessary:
 - a. call an ambulance
 - b. take her to a Medical Doctor or hospital
 - c. sign permission forms for any medical procedure/support required, as advised by medical practitioners in the host country.
 - d. make decisions based on available professional medical advice where we cannot be contacted and no liability shall attach to the staff in charge in following procedures consequent to professional medical advice.
4. We/I will reimburse Alexandra College for any additional expenses incurred for medical treatment.

Parent/Guardian's Signature: _____ **Date:** _____

Student's Name: _____

Student's Class: _____

Student Acceptance Form:

I have read, understood and I agree to comply with and follow Alexandra College's Educational Tours & Outings Policy and the Code of Behaviour. By signing this agreement, I agree always to act in a way that is kind, constructive, respectful to myself and others, and that will represent the school in a positive way. I agree to obey all the rules explained to me in the school policies and by teachers or school staff from time to time. I understand that failing to follow the Code of Behaviour and the Educational Tours & Outings Policy will lead to appropriate sanctions.

Student's Name (please print): _____

Student's Signature: _____

Date: _____

Please complete all the following sections, if not applicable write "none".

Please give details if your daughter suffers from any medical condition or has any dietary requirements _____

If she on any medication for the above, please give details _____

(It is important that an emergency prescription is provided to the Teacher in Charge in case of loss of prescribed medication.)

Is she allowed any medication whilst on the visit (either self medicated or provided by the staff members in charge)? (e.g. travel sickness tablets, headache tablets etc. – please specify)

Date of Birth of Student _____

Mobile Telephone Number of Student (if applicable) _____

Name & Address of Parent/Guardian _____

Telephone Number of Parent/Guardian (home) _____

(mobile or emergency contact number) _____