Intermediate School Killorglin

School Tour Policy
Reviewed 09/11/2026

Introduction

In keeping with the Mission Statement, the Intermediate School Killorglin recognises the importance of exposing pupils to the cultures and traditions of other countries. School tours provide an opportunity to allow pupils to experience these cultures and traditions.

Aims

- To familiarise pupils with the culture, traditions, and habits of the chosen area(s)
- To enhance classroom learning by allowing the pupils first hand experience with the history, geography, art and language of the chosen area(s)
- To benefit the social development of the pupils

Eligibility

The Intermediate School provides equality of opportunity for all pupils. Accordingly, most tours are open to all pupils of a specific year or class group. Participation in a school tour is a privilege and is subject to compliance with the school's Code of Behaviour and the requirements of this policy.

Applications from students with additional care, medical, behavioural or supervision needs will be considered on an individual basis and professional advice may be sought. Where, following a careful assessment of the student's needs, the nature of the tour, available resources, and the school's duty of care to all participants, it is determined that a student's needs cannot be safely or adequately met during the tour, the school reserves the right to refuse the application to participate.

In some instances, tours may be restricted to a maximum number of pupils due to travel restrictions, teacher allocation/SNA resources etc. Where numbers participating in a tour must be limited, the preferred method of selection is a 'first come' basis. A tour deposit is required to secure a pupil's position on the tour.

When a school tour is oversubscribed, no additional places will be created and a waiting list will not operate. Places that become available due to a student withdrawing from the tour will be offered to eligible students. Eligible students will be notified of the available place(s) and invited to express their interest within a specified timeframe.

Pupils who misbehave in a manner deemed serious by the school authorities may be deprived of their place on the tour. This will be done in the interest of safety to themselves and others. In such a case, refunds will depend entirely on the conditions of the travel company and may not be awarded.

Preparation

In preparation for the tour, pupils will be required to attend a series of meetings. These meetings will inform pupils on important aspects of the tour such as health and safety, tour agenda, management of money, general behaviour etc.

Attendance at these meetings is mandatory and pupils are expected to be punctual. Repeated lateness and absenteeism may result in disciplinary action including the forfeiting of the place on the tour.

A meeting will be held in advance of the tour at which the parents/guardians of each pupil must attend. This meeting will allow the parents/guardians an opportunity to meet with the tour leaders and the group leader. Many important aspects relating to health and safety will be discussed at this meeting as well as information relating to the travel itinerary. Non-attendance may result in the offer of the tour place being withdrawn.

Risk assessments are regularly carried out before school tours.

Health and Safety

The health and safety of each pupil and the tour group is constantly emphasised. The pupils are split into smaller groups and each group is appointed a Tour Leader for the duration of the tour. To ensure the safety of the group, pupils are advised to take due care and caution when in public areas. The use of e-scooters, city bikes, electric bikes or any other similar items, while on tour is strictly prohibited.

A buddy system applies at all times while on school tour – this requires each pupil to be in the company of **at least one other** pupil from the school at all times. Pupils should never isolate themselves from the group and if a difficulty should arise then the pupil(s) should contact a person in authority such as a policeman. Each pupil should, at all times, have the phone number of the hotel and at least one other member of the tour group in his/her possession.

Each pupil is required to have a valid European Health Insurance Card (E111) prior to going on tour. Each pupil will receive a medical form which must be completed by parents/guardians and returned to the Tour Leader by the date specified. Tour Leaders must be made aware of any pre-existing medical conditions and any data received on these forms will be treated confidentially and sensitively. This data may need to be shared with other agencies e.g. flight operator, tour operator, etc and will be handled and stored in compliance with the Data Protection Policy of the School.

Any medication (both prescribed and non-prescribed) must be given to the Tour Leader on the morning of departure. In general, Tour Leaders will keep the medication for the duration of the tour. Pupils are required to remind the Tour Leader of any medication they may need to take while on tour. While on tour, only the Tour Leaders may administer medication.

Tour Leaders will have a basic first aid kit on tour. This kit will contain some basic medication e.g. paracetamol, travel sickness medication etc.

In some instances, it may be necessary to take pupils to a doctor or hospital. Permission to do so is sought in advance on the Medical Form.

Demeanour

The pupils are asked to have a pleasant, co-operative demeanour at all times. They are asked to befriend all in the group – not just their close friends. They are asked to be friendly towards the teachers, who will reciprocate this attitude. It is desirable that everyone enjoys the tour.

Behaviour

The Code of Behaviour of The Intermediate School applies while on school tour. Pupils are required to take responsibility for their behaviour for the duration of the trip. Special emphasis is put on the following:

- Showing courtesy and respect to others while on tour.
- Pupils are expected to respect property while on tour. This includes all transport (buses, airplanes etc), the hotel and all other facilities. Pupils will be expected to answer for and make good for any damage caused.
- In accordance with the Code of Behaviour and Substance Use Policy, pupils are forbidden from: purchasing, possessing, supplying or consuming alcohol, tobacco, vapes, e-cigarettes or drugs. In the event that a Tour Leader suspects a pupil possesses such items, a search of bags and/or rooms may be conducted.
- While on tour, the Tour Leaders are in *loco parentis* and pupils must obey instructions at all times.
- Pupils are expected to be punctual at all times on tour.
- While in the hotel, pupils are only permitted to be in their allocated rooms
- All members of the group must be vigilant about attracting the unwanted attention of strangers. Pupils must not engage with strangers.

It is the wish of the school that all involved should have an enjoyable experience on the school tour, however sanctions may be applied for misbehaviour. Sanctions may include:

- Restricted participation in tour events
- Monetary fine

If a pupil misbehaves in a serious manner or in a manner that jeopardises their own safety and well-being or the safety and well-being of the group, it may be necessary to send a pupil home. In such a situation a teacher may accompany the pupil and the **parent/guardian will be liable for the potentially substantial costs involved.** Sanctions may also be implemented on return to school for such offences.

Acceptable Use

The Acceptable Use Policy of the school relates to the use of mobile phones, ipads/tablets, cameras, smart watches and other recording devices, laptops and other digital media. This school policy applies while on tour. Pupils are encouraged to take photographs as a record of their tour. These may also be used in the completion of the tour project. To ensure the respect and safety of others, the following guidelines in relation of all digital media will apply:

- Photographs and other recordings should focus primarily on cultural experiences
- The privacy of others must be respected at all times and inappropriate photographs or recordings must not be taken
- The sharing of tour-based material (photographs, voice recordings, video recordings etc) on social media web-sites (e.g. facebook, X, Instagram, snapchat, tiktok, Google + etc – this list is not exhaustive) and photograph sharing websites or Apps (picassa, flikr, Instagram, Snapchat, tiktok, Whatsapp etc – this list is not exhaustive) is strictly forbidden.

In the interest of safety, the Tour Leader will seek permission to maintain a record of each pupil's mobile phone number. This information will be kept only for the duration of the tour and will only be used for tour purposes.

Money

Pupils are responsible for their own personal belongings while on tour. It is therefore advisable, that pupils should not bring large amounts of pocket money with them. Excess money may create an unhappy situation for others and may attract unnecessary attention to the group. A suitable amount of money should be agreed between pupils and parents.

Physical Preparation

Tours entail quite a lot of walking and pupils must be in a suitable physical condition while on tour.

Assessment

The school assesses the benefit of the tour by a tour-based quiz. Pupils are also required to complete a project/portfolio of their experiences on tour.

Ratified by: 

Date: 09/11/2026

Intermediate School Killorglin

Tour – Medical Form

Note: All information is treated in the strictest confidence

Student Name: _____

Parent (Guardian) Name(s): _____

Address: _____

_____

Contact Phone Numbers: Home: _____

Mobile: _____

Work /Other: _____

Pupils Mobile Phone No: _____

Doctors Name: _____ Doctors Phone Number: _____

Specialists Name: _____ Specialists Phone Number: _____

Nature of pupils Illness:

_____

_____

Medication(s) being taken: *(include dosage and frequency)*

_____

Details of any allergies:

_____

Any further relevant medical information:

_____

_____

Does the Tour Leader have permission to take your son/daughter to a doctor if necessary (*please tick)*: Yes ☐ No ☐

Does the Tour Leader have permission to administer medication to your son/daughter (paracetamol/ibuprofen) *(please tick):* Yes ☐ No ☐

Specific Dietary Requirements:

_____

_____

Signatures: _____ (Parent/Guardian)

_____ (Pupil)

All data submitted in the above form will be processed in accordance with the school Data Protection Policy.

Intermediate School Killorglin

Immigration Authority

Parent/Guardian Letter of Consent

I hereby give permission to the Intermediate School Killorglin to take my child (named below) on school tour to _____ *(insert destination of tour)*.

The tour will take place from _____ *(insert start date of tour)*

to _____ *(insert end date of tour)*.

_____ _____

Name of pupil (Block letters) Signature of pupil

_____ _____

Name of parent/guardian (Block letters) Signature of parent/guardian

_____

Date

I confirm that I have read the School Tour Policy on www.isk.ie ☐

(please tick)