

Meánscoil na mBráithre Críostaí, Cill Chainnigh
Christian Brothers Secondary School, Kilkenny.

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OVERNIGHT SCHOOL TRIP POLICY May 2018

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny
School Details:	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
School Management:	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

CONTENT

1. The Board of Management recognises that school tours contribute positively to the personal and educational development of students.
2. The primary concern of the Board of Management is the health and safety of all those participating in such trips.
3. The Board of Management acknowledges the voluntary contribution to such tours of all members of the school community.
4. The Board of Management request that tours be organised to ensure minimum impact on the school calendar.
5. The Board of Management requests that tours be confined to a single year group.
6. Pupil-Teacher ratio of 8:1 is recommended for tours, in so far as is practicable.
7. Tours are a voluntary, extra activity within the school and the school authorities may decline a place on a trip to any student.
8. All tour leaders should familiarise themselves with and adhere to the school's Child Safeguarding Statement.

PROCEDURES (for tour leaders)

1. Verbal consultation with school management.
2. Agreed time for the simultaneous promotion and assessment of the level of interest by both students and staff in the proposed tour.
3. Letter from tour leader to Board of Management requesting permission to organise the tour. This letter must include:
 - Draft itinerary
 - Proposed year group
 - Proposed number of students
 - Proposed number of staff
 - Financial projections
 - Any other relevant information.
4. Following approval by the Board of Management, the tour leader proceeds with the organisation of the tour.

5. It is a requirement of the Board of Management that each of the following are fully adhered to:
 - Anyone wishing to organise a school trip abroad must do so using a licensed tour operator or travel agent to arrange the travel package including accommodation and other services.
 - All monies must be paid directly to the tour operator or travel agent, not to school staff or the tour leader.
 - All school tours traveling outside of the Republic of Ireland must be booked through a bonded licenced travel agent from the approved list on www.aviation.ie
6. Tour leader informs the parents/guardians of the relevant school group of the details of the proposed trip. This letter should include the following information:
 - Provisional itinerary
 - Costings
 - Payment dates
 - Statement that Deposits are non-refundable
 - Procedures in the event of over-subscription
 - Parents should be reminded that the payment of deposit is provisional and does not create an entitlement.
 - Statement that the school authorities reserve the right to cancel a proposed tour as circumstances may dictate or alter.
7. Tour leader invites applications from students to participate in the proposed tour. Such an application is usually accompanied by a non-refundable deposit and is signed by the parents/guardians, who accept that the application is made on the understanding that students adhere to the school's Code of Behaviour and any additional rules that tour leader and/or school management may deem necessary.
8. The list of applications accepted, provisionally accepted or rejected should be available to school management.
9. The tour leader should meet with school management prior to a meeting with parents/guardians.
10. The letter of consent signed by parents/guardians should be retained by the tour leader and carried on the school trip for possible inspection.

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OVERNIGHT SCHOOL TRIP CONSENT FORM

TO BE SIGNED BY A PARENT/GUARDIAN

1. I give consent to my son to travel with the above named school on this trip.
2. I am aware that full school rules apply at all times. The teachers supervising will endeavour where possible to act “in loco parentis”.
3. I am aware of the school’s Substance Abuse policy and of the fact that it will be regarded as a grievous infraction of school rules for this to be broken whilst away.
4. On the issues of “over the counter” medicine, I give permission for their administration as deemed necessary by the supervising teachers.

Signed (Parent): _____

For Student: _____

Class: _____

Date: _____

Approval

This policy has been approved by CBS Kilkenny Board of Management.

Signed: _____
Chairperson, Board of Management

Date: _____