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## SCHOOL TOUR PROCEDURES

### Introduction

This guideline has been prepared following a number of requests from schools as to best practice around the financial aspects of school outings. In preparing the guideline it was necessary to frame it in the context of the Department of Education and Science Circular M20/04 which is attached as an appendix. Based on our experience of visiting schools, it is evident that the number of school outings being organised has increased significantly in recent years. From observation it would appear that some Boards of Management are not aware of their responsibility to formally sanction all such outings and to ensure that Department of Education and Science requirements are met. This guideline is an attempt to outline such responsibility and to give schools some direction as to the financial controls required for such activities

### Types of School Outings

- Educational day trips for school groups within the State
- Educational visits and trips involving instruction
- Educational trips involving cultural, religious or linguistic benefit to students

These outings in St. Anne's Loreto Primary School cover schools tours, sports events and other educational trips to complement the pupils' learning.

#### Department of Education and Science Regulations

Regulations governing organized outings by school groups both inside and outside the State are outlined in Circular M20/04.

This circular supersedes all previous circulars. The circular makes the assumption that all outings organized for school groups are educational in nature. The circular states that

***“the objective of an educational tour should be that it should provide a significant benefit in the educational, intellectual, cultural and social development of the maximum number of pupils in the particular grade(s) taking part in the tour and which benefit cannot be provided by in-school activities alone.”***

A school tour should only take place if it meets this objective and is formally sanctioned by the school Board of Management.

Proper insurance cover, Garda vetting from staff / guides must be in place and written parental approval (Aladdin parental consent) received for each student participating in the tour. Students not participating in a tour taking place during school time must be adequately catered for while teachers are away.

## **Responsibilities of School Management**

School outings and educational trips both inside and outside the State involve the collection, processing and spending of significant amounts of money. For this reason it is important that the Board of Management recognises its responsibility for any money collected or spent in the name of the school and the need to:

- Formally sanction each tour
- Ensure accountability for all money collected
- Safeguard the interests and good name of the school
- Provide a framework for the protection of all concerned.

The Board of Management, Principal and staff should carefully consider:

- The appropriateness of the proposed tour in terms of the Department of Education and Science Circular M 20/04.
- The legal requirements around the organisation of school outings going outside the State.
- The staffing arrangements for the tour and for the school.
- The financial controls in place for the tour and the need for accountability.

For each school tour, the Board of Management and Principal should ensure that an Authorisation Form (along the lines of the template in the appendix) is filled out and retained in the school for record keeping and possible inspection.

Reflective of the Duty of Care taken for each child whilst at school the class teacher must ensure to bring with them on the trip any prescribed medication, medically recommended dietary supplements and/or other pertinent information for those pupils in their care.

## **Financial Guidelines for School Tour Activity**

1. At least two teachers should be involved in the financial administration of a school tour. This is an important protection for all concerned where money is collected from students. Please ensure that all transport and event expenses are collated and calculated efficiently from the outset to discharge all payments efficiently.

2. Separate financial records should be maintained for each school tour. A detailed record of all participating students and the amounts paid should be retained

3. Parents should be informed as early as possible of the full cost associated with the tour. Written permission should be received from the parents of all tour participants and a receipt for all money paid should be issued and attached to the Authorisation Form.

4. Proper and full insurance cover must be in place for all school outings. A copy of such should be attached.

5. All money collected for a school tour should be lodged as soon as possible in the main school bank account. Where money for a tour is being retained for a month or more it should be transferred to a school deposit account to avoid distortion of day to day school funds. The school safe is also available to safely retain tour monies.

6. We do not encourage the opening of a special bank account for school outings. If for some reason the Board wants to operate a separate bank account for school outings, then the Principal must be one

of two signatories nominated by the Board. This account should be in the school's name. Under no circumstances should such an account be under the sole control of a teacher or teachers in the school.

7. All financial transactions relating to the tour should be recorded in the school's accounts using the tour codes on TAS 2. Invoices and receipts should be retained to support all payments. Where this is not possible or practical, a written record showing details of the payment or receipt should be retained.

**8. Any deficit or borrowing to support a school tour must be avoided at all costs. All outings should be self-financing and exposing the school to any liability associated with the tour must be avoided.**

9. Accounts and records for the tour should be reconciled by the class teacher who took the pupils on tour, at **regular intervals** and a report given to the Principal. A financial report on the tour should be presented to the Board of Management at least twice during the school year and a final report when all transactions relating to the tour have been completed. The financial report on the tour should be incorporated into the annual school accounts.

These Procedures were ratified by the Board of Management on 22<sup>nd</sup> April 2021

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 Loreto,  
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## TOUR AUTHORISATION FORM TO BE COMPLETED BY EACH CLASS.

DETAILS OF SCHOOL TOUR			
<b>Class</b>		<b>No. of Pupils in class:</b>	
<b>Teacher</b>		<b>Lead Teacher</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Venue: Address: Contact No.</b>		<b>Joint Tour</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Other Class:</b> _____	
<b>Venue Cost</b>		<b>Cost Per Pupil</b>	
<b>Bus Cost</b>		<b>Cost Per Pupil</b>	
<b>Total Cost</b>		<b>Cost Per Pupil</b>	
<b>Depart School</b>	a.m. p.m.	<b>Depart Venue</b>	a.m. p.m.
		<b>Proposed return to school.</b>	a.m. p.m.
<b>Subsidy</b>	Yes No (Please Circle)	<b>Subsidy Source</b>	
<b>No. of Pupils Attending</b>			
<b>No. of Pupils Not Attending</b>		<b>Reason not attending:</b>	
		<b>Arrangements set for such pupils:</b>	
<b>Benefit of Tour</b>			
<b>Adults Attending Tour</b>			
<b>Class Teacher</b>	<b>Other Teachers / SNA</b>	<b>No. of other adults</b>	

<b>Confirmation</b>		
That appropriate arrangements are made in accordance with Circular PPT 01/03 for those classes whose teachers are absent with the tour.	<b>Yes</b>	<b>No</b>
That adequate insurance is in place to cover all risks while on tour.	<b>Yes</b>	<b>No</b>
That parental permission has been secured for each student who is to participate on the tour.	<b>Yes</b>	<b>No</b>

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:**

1. School Outings should not be booked until approved by the Principal.
2. The full cost of the bus should be sent to the office.
3. Payments to be discharged by the school should be notified 5 days in advance in writing.
4. Where any cheque / EFT are required the teacher in charge of the tour must replace such expenses in the same amount from their tour fund.
5. Venues paid for on the day. **This is looked after by the class teacher.**
6. Any monies collected from pupils must be recorded as they are received under the correct heading (which will be created when you notify the office) on the Aladdin database.
7. Non-refundable deposit. Those pupils who subsequently chose not to participate in the school tour cannot expect this deposit to be returned on the basis that the venue and transport were reserved reflecting all who committed from the outset. The cost of the tour is calculated based on the number of deposits received.
8. Please attach a copy of the note that will be issued to parents via Aladdin Connect under permissions.
9. Each teacher must bring with them a hardcopy class list for pupil details. Shred this on return to school.