



# ALEXANDRA COLLEGE DUBLIN

## Boarding Educational Outings, Trips & Tours Policy

### 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.

#### **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.

## 2. Purpose of the Policy

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

The Policy Sets Out:

The rationale for having outings and tours and criteria to be met to ensure:

- The broad education of our students in line with our mission and educational philosophy;
- The health and safety of all students and members of staff on educational outings; and
- 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.

## 3. Rationale for Having Tours/Outings

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 a 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.

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.

The curriculum content of some subjects required field studies/tours/outings/recreational activities, which take place off campus.

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.

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. 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. Alexandra College Residence staff aim to make trips enjoyable and enriching for all boarding students.

Details of all medical, dietary, physical, social, emotional and personal requirements should be shared with the Residence staff in advance of the event taking place.

Any student who withdraws from a trip after a deposit or full monies have been paid, may not be entitled to a refund. A student, who is not allowed to travel for disciplinary reasons which occur following payment of a deposit or full amount, will not be entitled to a refund.

If a breach of discipline occurs on the trip, the student will be subject to sanctions which may include being sent back to Res or home at her own expense. The decision will be made by the Res staff in consultation with the Principal and Deputy Head of Residence.

#### **Daytime/Midweek trips:**

At least twice per week after school, 1st Year boarders, who are not permitted off campus unless accompanied by an adult, may be brought by Res staff to shop in the local area (Spar, Wilde and Greene) to purchase items that they need.

#### **Weekend trips:**

Each term, the staff organise a package of weekend trips for boarding students. Both junior and senior boarders can avail of these; however, they are mandatory for all 7 day ~J5, J6, 1st, 2nd and 3rd year boarders. The payment for trips are included in the fees, where parents and guardians are informed of what trips we have planned for the year. We aim to make these trips enjoyable and active, as well as cultural and educational. Trips that we have offered in the past include Trinity College, Dublin Zoo, Viking Splash Tour, Van Gogh Experience, Treetops Walk at Avondale, Butler's Chocolate Factory, Zipit, National Stud and Japanese Gardens, and many others.

### Dundrum/City Centre at weekends:

Every Sunday, boarders are brought by staff to Dundrum Shopping Centre or the City Centre.

#### 4. 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.

#### 5. Expected Behaviour

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.

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.

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.

#### 6. 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.

#### 7. Accident/Incident Form

An Accident of Injury that occurs on the trip must be reported to the Principal and the Facilities and Operations Manager. The relevant injury form must be filled out by the appointed teacher or teacher who has dealt with the injury.

#### 8. 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.

#### 9. General Guidelines for Away Matches; Sports and PE Trips

Members of staff who wish to take students to a match/sporting activity must put their request, in good time, to the Principal.

Once the Principal has approved an activity, the organiser should inform

parents/guardians.

Each coach is responsible for taking a properly equipped first-aid kit to his/her match.

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.

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.

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.

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.

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.

## 10. 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 cooperation 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.

## 11. 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 a biennial review of the Boarding Educational Outings and Tours Policy.

This Policy was adopted on 30 January 2024

Review Date : January 2026