

## **Educational Tours by School Groups**

### **Introduction**

This guideline has been prepared following a number of requests from schools as to best practice around the financial aspects of school tours. 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 tours 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 tours 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 Tours**

Educational tours organised by schools take place both inside and outside the State. The nature and type of school tour organised include the following:

- Educational day trips for school groups within the State
- Educational visits involving student exchange
- Educational visits and trips involving instruction
- Educational trips involving cultural, religious or linguistic benefit to students
- Trips and exchanges of a sporting nature organised with schools abroad
- Ski trips
- Tours to holiday resorts
- Trips and tours of various types for transition year students

