Policy on School Trips

Definition:

School Trip: The term school trip covers all outings off the school premises for example, school tours, concerts, plays, sports activities/competitions, music, debates, oireachtas, scléip, fiontar, careers exhibitions and university/college open days.

This policy refers to:

This policy is applicable to students, parents/guardians, management, administration and teachers.

Purpose:

- To ensure that school trips are planned and organized effectively and safely.
- To provide relevant information at the appropriate time for management, teachers, students and parents.

Aims:

- All school trips will have an educational basis.
- School trips will be organized to complement school work, for educational or sporting purposes.
- School trips have considerable educational value. However, they must be planned and organized in a way that causes least disruption to the day-to-day routine.
- All Trips will be organised effectively and safely.
- All information provided to the relative partners should be precise and accurate and communicated on time.

Procedures:

1. The Code of Behaviour in its entirety will apply to all school trips. The leader appointed will therefore brief the students before every trip.

2. A student in serious breach of school rules e.g. addictive drugs, alcohol, fighting etc may be sent home from a school trip. All the necessary arrangements will be agreed with parent/guardian and any extra expense incurred as a result will be recouped from student/parent/guardian.

3. Permission must be sought and approved by Management regarding all school trips.

4. All school trips are organised in such a way that disruption to student's academic progress is kept to a minimum, as far as possible.

5. On all trips there must be an appropriate ratio between the number of students and the number of staff travelling with a minimum of two teachers/adults to accompany sports teams.

6. The Management, in conjunction with staff, will ensure that students who are not participating in an educational trip are adequately catered for while their teachers are away on school tours/trips. The teacher(s) should ensure to leave class work to facilitate continued class progress.

7. The school will have the final say on whether or not a student is allowed to participate in school trips. Students applying to partake in the tour may be requested to provide satisfactory evidence regarding academic school work, homework, behaviour and cooperation with school management.

8. Under no circumstances will the school take responsibility for students who organise their own travel arrangements to matches/ open days etc.

9. The school will require written parental consent for their son/daughter taking part in overnight trips and school tours abroad.

10. Parents/guardians must also give written consent if their son/daughter needs to take medication during the trip.

11. Parents/guardians are required to furnish the school with any additional information regarding their son/daughter that may be necessary to ensure the health and safety of the student at all times during the trip.

12. For trips that extend beyond normal school hours, it is the responsibility of parents/guardians to ensure that arrangements are in place for their son's journey to/from the school/ meeting point.

13. The organising teacher/leader, in collaboration with Management is responsible for organising the trip and is wholly responsible for all the arrangements made.

14. The organising teacher should adhere to the school's customary procedures when reserving transport.

15. The organising teacher must keep a careful note of any monies paid by students for the trip. Monies should be processed through the school's office and receipts obtained for same.

16. In relation to trips, matches, competitions; full details, including date, time and names of participating students must be presented to management and to colleagues.

17. The teacher must ensure to carry a First Aid kit on all trips as appropriate.

18. The instruction of any teacher/leader in charge must be obeyed at all times during the trip.

19. Students will be required to wear the official school uniform on all trips unless otherwise advised in advance by school management.

20. The Board of Management expects a high standard of supervision from the teachers regarding the students in their care. There is a complete ban on the use of alcohol or on any drug that is not prescribed – during any school trip.

21. Students travelling within the European Union, must ensure that they hold a valid E111 and passport.

Policy in place:

This policy will be implemented by Management, teachers, the administration team, parents / guardians and students.
School trip practices will be regularly discussed at parent meetings, student council meetings and parent council meetings. All amendments/proposals will be directed to the Board of Management as required.
This policy adheres to Child Protection Guidelines for Primary and Post Primary Schools (Circular 0065/2011).

Mobile Phone Usage:

Use of a mobile phone will depend entirely on the type of trip. Rules regarding the usage of mobile phones will be at the trip organisers' discretion.

Tá an Polasaí ar Thurais Scoile léite agam : Glacaim leis agus táim sásta feidhmiú dá réir.

I have read the Policy on School Trips : I accept it and I am happy to abide by it.

Síniú an Dalta :
Student's Signature _____

Síniú an Tuismitheora :
Parent's Signature _____

Dáta :
Date _____