



# School Trips

This policy refers to:

Trips organised during the school day and to any activity which requires the absence of students from timetabled classes.

Overnight trips either at home or abroad.

---

**Ratified: 29/05/2024**

**Review date: May 2026**

## The Board of Management (BOM) sets out below general principles and rules in relation to all trips.

- This policy is devised in line with the Child Protection Guidelines as set out in the school's Child Protection Policy to ensure the safety of all students and in line with the Department of Education Child Protection Procedures for Primary and Post Primary schools.
- The BOM encourages the organisation of school trips for the educational, artistic, sporting and social benefit of students.
- **All school rules and policies apply on all school trips.**
- The health and safety of students and staff is of paramount concern to the BOM. Therefore, the school management reserves the right to disallow a trip or a student from participation in a school trip where, in their opinion, the health and safety of the student or other students or staff is at risk.
  - **The behaviour record of a student in school shall be taken into account in deciding whether to allow a student to participate in a school trip. Before a student is accepted for any trip/outing, their previous behaviour will be taken into consideration. A record of breaches of the school's code of behaviour may disqualify a student from participating in a trip or outing for example: failure to follow instructions, lack of co-operation, suspensions.**
  - **The attendance and punctuality record of a student shall be taken into account in deciding whether to allow a student to participate in a school trip. A student may be precluded from attendance on a school trip if attendance and punctuality during normal class time is poor.**
- All trips are organised in as cost-effective manner as possible, taking into account quality and value for money.
- Staff taking any trip will exercise due care and the BOM will rely on the professionalism, common sense and judgment of such teachers.
- The Board of Management reserves the right to refuse to allow any tour/trip to take place for reasons it deems appropriate.
- The number of staff/adults that accompanies a group will be influenced by a number of factors including:
  - The number of students travelling, age of the students, location of the trip, nature of the trip, whether additional supervision will be provided at the location, if the group will be dividing into smaller groups - each requiring supervision, type of transport used, gender balance.
  - The school expects that all students travelling on an extended tour will display a level of maturity commensurate with their age. Students on trips, which involve an overnight stay in Ireland or abroad, cannot be supervised on a 24-hour basis and all extended school tours will involve periods of time without direct supervision. *Parents who are concerned that such a level of supervision is inadequate should not permit their child to take part in such trips.*
- For any trip/activity parental permission should/must be sought and the parents informed by letter/email/note in journal or text. A permission slip should be completed by the parents/guardians prior to the trip 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.**



### **Procedure for 1-day trips and activities taking place during term time which involve student absence from any timetabled class**

- Permission will be sought from the Deputy Principal Aisling Sammon as early as possible, preferably at least 3 weeks prior to the trip/activity taking place.
- That person will check that there are no conflicts with other events or with notified tests/examinations.
- The deputy principal will give permission for the trip/activity to go ahead or will refer to the principal should any issue arise or need adjudication.
- If class cover is required, class work should be emailed/posted on Teams to the deputy principal the day before the activity/trip.
- An accurate list of students must be posted on VSWare at least one day prior to the trip/activity taking place and notice given to the office.
- Information about the trip should be given to the office. This is extremely important as the office should be able to give accurate details to parents in relation to the trip/activity.

### **Procedures for school trips abroad or involving overnight trips.**

- Where a school trip abroad or overnight within the state takes place during the school term the procedures shall be as outlined in the Department of Education and Skills circular M20/04.
- Application for all trips abroad or overnight within the state should be submitted to the BOM of Management at least 3 months prior to the trip taking place. It should give details of initial itinerary, the cost per student and the proposed number of students and staff participating.
- Taking into account the cost of a trip every effort should be made to ensure that there is sufficient time to allow for families to budget for the trip and to make the necessary arrangements to pay the costs.
- Written parental/guardian permission will be required for all such trips. This form will outline the following:
  - The nature and duration of the trip
  - The cost of the trip
  - That all school rules and policies apply on the trip
  - That in case of an accident or emergency staff has permission to seek emergency treatment
  - That staff are notified of any medical issues/conditions and use of medication
  - That any dietary concerns or preferences are notified on the form
  - The contact details of the person in charge and destination are available
  - The form will clearly outline the method of allocation of places
- It is the responsibility of parents/guardians in conjunction with students to ensure that all documents necessary for travel abroad (e.g. passport, identity card) are up to date and in order. The school cannot take responsibility for a student whose personal documentation is not in order and who is prevented from travelling abroad as a result.
- Parents/guardians will receive a written overview/itinerary of overnight trips and will be required to give written consent to their child taking part.



## Parents' night

A meeting (in person or online) of parents/guardians of students going on overnight trips is held at a suitable date before tour departure. As this meeting is an important one, all students must be represented by at least one parent/guardian at this meeting. Parents will meet the principal/deputy principal and tour organiser to discuss issues such as:

- Supervision and safety
- Discipline and timekeeping
- Minding and managing of money and belongings
- Checklist for departure

## Supervision:

- Students are divided into small groups and allocated a particular teacher for their group.
- Students are called to these groups each morning prior to departure for the day, before and after each activity and each evening.
- Students are asked to remain in their small group and NEVER to wander off alone.
- Each student is provided with an emergency mobile number so teachers are contactable at all times.
- Students are required to observe the curfew set by the supervising teacher.
- Changes to room arrangements are never permitted.

## Behaviour:

*For the safety of all and to maintain and promote the school's good name and reputation, students are expected to behave to the highest standard whilst on school trips.*

**Students must behave at all times in line with the school code of behaviour and true to the school values and ethos.**

**Instruction from any teacher is to be obeyed at all times during the tour. This will lead to a safe and enjoyable experience for all.**

Sanctions for students not following instructions, hampering the smooth running of the trip or behaving in a way that endangers themselves or others – whilst on the trip include:

- phoning home
- staying in the company of a teacher at all times during waking hours
- being grounded at base with a supervising teacher
- refused participation in activities
- If a serious breach of discipline occurs on the trip, the student may be sent home at their own expense. The decision will be made by the tour/trip organiser in consultation with the Principal.

On return, in line with the Code of Behaviour sanctions such as suspension may apply.

