

Newpark Comprehensive School

Policy for School Trips

(Adopted June 2012)



Newpark Comprehensive School Policy for School Trips 2012-2014

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.**

1. The Board sets out below a number of 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 and Skills Child Protection Procedures for Primary and Post Primary schools.
- The Board encourages the organization 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 Board. 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 participate in a school trip.
- 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 Board of Management will rely on the professionalism, common sense and judgment of such teachers.
- 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, the group will be dividing into smaller groups, each requiring supervision, type of transport used, gender balance. As a general rule at least two staff should accompany any trip. It is recommended that where possible there should be at least one female and one male teacher on any trip that has male and female composition.
- For any trip/activity parental permission should/must be sought and the parents informed by letter/email 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.
- Parents/Guardians of students who are in receipt of Special Needs support as recognised by the Department of Education and Skills needs to inform the trip organiser at the time of their application to ensure that the required supports are in place for the trip/activity.

2. Procedure for 1 day trips and activities taking place during term time which involve students absence from any timetabled class

- An application form for the trip/activity must be submitted to the person with responsibility for trips/activities as early as possible preferably at least 3 weeks prior to the trip/activity taking place.
- That person will check that all details are filled out and will check that there are no conflicts with other events or with notified tests/examinations.
- The Person with responsibility for trips will give permission for the trip/activity to go ahead or will refer to Principal/Deputy Principal should any issue arise or need adjudication.
- The form will be photocopied and returned to the teacher's pigeon hole in the staffroom.
- The original form will be filed and kept for 3 years.
- The details of the trip/activity must be notified to staff by the person in charge of trips as soon as the permission is granted.
- If class cover is required, class work should be given to the Deputy Principal the day before the activity/trip.
- An accurate list of students must be posted on the noticeboard at least one day prior to the trip/activity taking place and given to the front office.
- The pink form containing all relevant information about the trip must be filled in and left in the front office by 4:00pm on the day before the event. This is extremely important as the office should be able to give accurate details to parents in relation to the trip/activity.

3. 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 Board of Management at least 6 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. (This does not apply to Transition year trips taken by all students or LCA/LCVP trips which will be ratified by the Board of Management at its final meeting of each year in June to run for the following year.)
- 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 in the case of misbehaviour the student may be sent home at the expense of her/his parents
 - 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 son/daughter taking part.
 - Students will be informed, prior to going on the trip that school rules apply. A student may be sent home, at his or her own expense, if the conduct of the student is warranted. In this event, a parent/guardian will be asked to come to collect the student or they will consent to the student travelling home alone.
 - 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 daughter/son to take part in such trips.

4. Transition Year, LCA,LCVP and Regular season long Sports activities eg Basketball, Hockey and Rugby

- The Board of Management will grant permission for curricular trips related to the above mentioned courses and activities subject to the normal procedures being adhered to.
- Trips and activities which are outside of the normal school calendar or in holidays must follow the normal procedures mentioned in Section 2 and 3

This policy has been ratified by the Board of Management at its meeting of 13th June 2012.

Date of next review: January 2014

Signed: Micheal Johnston
Chairperson Board of Management

Derek Lowry
Secretary, Board of Management