

**Coláiste Bríde**  
**Enniscorthy,**  
**Wexford**

**Policy Document School**  
**Trips**

**Ratified by the Board of Management on.**

Signed: \_\_\_\_\_  
Secretary,  
Board of Management

# ***COLAISTE BRIDE***

## ***Draft Policy Document School Trips***

The term “School Trip” covers all expeditions off the school premises, apart from work experience, and matches and/ or training sessions organised by sports’ staff.

Some examples of the day trips are:

- Field work associated with specific subjects such as Biology, Geography
- History trips
- Visits to art Galleries, exhibitions, museums
- Theatre visits
- Careers exhibitions and University Open Days
- Debates
- Concerts
- Events in connection with Transition Year
- First year hikes – induction
- Hostelling

Other trips may be overnight expeditions or of longer duration. These may be co-curricular activities organised by subject departments, or trips arranged for Year groups, or ones that are part of the Mid-Term break. i.e. Fifth and Sixth Year trips – e.g. Germany, France, etc.

## ***Procedures to be followed by all staff planning and organising school trips.***

School trips have considerable educational value. However, they must be planned and organised in a way that causes least disruption to the day-to-day routine.

### ***a) Day trips***

Any teacher planning to organise a day trip or any non-sporting outing during class time must first inform the Principal of the intended date, at least one month in advance of the proposed date.

As a courtesy to colleagues, full details, including date, time and names of participating students must be posted on the staff room notice board by the organising teacher at least one week before the event. (Sporting activities that are scheduled during class times must be agreed with the Principal at least one week in advance and details of the students involved posted on the staff room notice board by the organising teacher at least 3 days in advance of the event.)

All students going on any trip during normal class hours ***must*** return permission forms signed by parents/guardians to the teacher-in-charge before the outing takes

place. Students who have not returned permission forms ***may not*** participate in the trip. Supplies of the permission forms are available from the office. Staff should arrange with the school Secretary to take a school mobile telephone with them in case of emergency.

The organising teacher must keep a careful note of any monies paid by students for the trip and issue receipts for same. Monies should be handed in to the school Secretary with a completed lodgement form (available from the office). Staff are asked to ensure costings cover the entire cost of the proposed trip.

### ***b) Overnight expeditions or trips abroad***

Any member of staff who is considering an overnight expedition or trip abroad must first discuss the proposal with the Principal. In the case of a proposed trip abroad, this should be during the academic year beforehand.

Unless an expedition is specific to a group (e.g. a language class on an exchange), trips should be open to all students in principle. However, if the school consider that it cannot take responsibility for some students for reasons of behaviour, safety or health, the school reserves the right to decide that those students may not participate in the trip. Such a decision will be made by the Principal in consultation with the teacher in charge of the trip, the Year Head and relevant staff. In some cases, numbers of students taking part in trips may be limited by logistics of travel.

Staff will be informed of planned expeditions and invited to indicate to the teacher-in-charge if they are interested in being a member of the staff team that will accompany the students. All members of staff will be expected to share the workload beforehand, where necessary, and during the trip. Decisions about which members of staff join a trip will depend on such factors as the size of the group, the gender balance, requirements specific to the particular trip e.g. Irish teachers on a trip to the Gaeltacht, French and/or German teachers on a trip to Europe, teachers with Outdoor qualifications on adventure trips, Year head with year group, Form Teachers with classes on hikes and so on.

Notifications to parents should include details of proposed itinerary, dates, the cost of travel, insurance, food and accommodation. Parents must sign permission forms specific to the trip for students up to the age of 18.

Students should be required to pay an initial deposit, followed by the remainder of the money within a stated period of time. Payments should be by means of cheques, money orders or bank drafts made payable to the school, ***not the individual teacher.*** The organising teacher must keep a careful note of the sums of money paid by the student and issue receipts for same. Monies must be handed in to the school Secretary with a completed lodgement form (available from the Office).

Members of staff taking students on trips, which involve travel in coaches, should note and apply the procedures set out in that policy document. See page 3.

## **Policy Document Coach Trips**

Full details of bus bookings must be entered in the book in the main Office. Members of staff taking students away in coaches should note and apply the following;

1. Students must be seated to a seat.
2. Before setting off, the emergency exits must be pointed out to students.
3. Central aisles and access to exits must be kept clear at all times.
4. Students must be advised to remain seated facing forward and not to have unnecessary movement during the journey. Where seat belts are fitted, these must be used.
5. Smoking is not permitted on board coaches.
6. In the event of an emergency, students should leave the coach by the nearest exit as quickly as possible, and re-assemble at a given area where a head-count can be quickly made.
7. Students should not go back to the coach for any reason until the all clear is given.

If a fault is apparent with the coach, such as faulty brakes or clutch, the teacher in charge should instruct the driver to stop the coach, and the driver should then request a replacement to continue the journey.

If the teacher in charge considers that there was anything the matter with the coach, or that the behaviour of students was not appropriate, a full report must be given to the Principal as soon as possible after returning to the school.

A list of persons on the coach must be placed on the Staff room notice board before the departure of the coach.

In the event of a delay for any reason in the time of returning to school, the teacher in charge must phone Colaiste Bride. A notice giving the information to parents will then be posted on the inside of the Main door, together with messages from parents for their children.