


## School Trips Policy

- Teachers need to seek permission from Principal for all trips
- Consult staff to prevent clashes
- Bus needs to be booked via Elaine, no price for trip should be given until bus price has been obtained.
- Parents need to be informed of the trip, including clear arrival and departure times. Staff are asked to use the template in the teacher's handbook.
- No student can attend the trip unless permission slip has been signed by parents and returned by due date. Teachers should have these permission slips with them on the day. The slip should outline any medical conditions that the student has and give permission to administer medication if needed. The teacher will destroy the slips after the trip.
- Payments for all trips are to be made to the school office prior to date of trip.
- All details of trip including list of students attending to be put on staff room noticeboard.
- Students not attending trips can be facilitated in school.
- All school rules apply on school trips.
- If a student wishes to be dropped off on the return journey, written parental permission needs to be obtained in advance. This needs to be stated on the information letter for parents.
- Teachers should not travel on their own with a group on any trip.  
Teachers should not take students to events in their own cars.
- A female member of staff should travel to all matches.
- Teachers travelling with a group should be made aware of any medical issues of students on the trip.
- Teachers should take the school mobile phone with them on school trips.
- All fees paid for school trips are non- refundable.

**Ratified by the Board Of Management.**

**Date: 25/09/18**

Signed: 

  
Ciarán Cooke

**Chairperson**

**Principal**