

## **POLICY ON TRIPS / OUTINGS**

Trips will be arranged at the discretion of the class teacher in consultation with the Principal.

**Insurance Forms must be signed and returned for each pupil.**

### **I. Transport**

- > The transport organiser of the trip will ensure that:
  - (a) A form of transport, appropriate to the distance and the numbers travelling will be booked.
  - (b) The group will have access to the bus for the full day.
  
- > Buses will be left litter free.

### **II. Venue:**

Trips will be booked in good time. Venues will be chosen carefully with regard to safety, suitability and educational value. Teachers will ensure that venues are suitable for pupils with special needs.

### **III. Cost**

The teachers will ensure that the cost of the trip is reasonable and represents value for money. All children will be actively encouraged to save towards the cost of the tour.

Payment must be made in advance by all participants in the tour. In exceptional circumstances an arrangement regarding payment may be reached in consultation with the Principal.

### **IV. Safety and Supervision**

Because of our duty of care, teachers will provide adequate supervision throughout the day. Where a venue provides its own supervision for activities, the overall responsibility for supervision still falls on the teacher.

**V. Dress Code**

Dress Code is as follows:

School Tracksuit and runners must be worn.

Outer wear to be decided, depending on weather conditions and venue.

**VI. Conduct on Trips.**

Pupils' behaviour on tours will comply with the standard set down in the School's Code of Discipline.

Where it is felt that a child's conduct would pose a safety risk or inhibit the educational benefit for self or others the Principal/Class Teacher may refuse the child permission to travel. Parents will be advised of this in advance.

**VII. Informing Parents:**

Standardised Information Sheet for parents, available from Principal, will be completed by Class Teacher for distribution. This will contain:

- (a) Itinerary and timetable.
- (b) Cost
- (c) Recommended spending money.
- (d) Special clothing necessary
- (e) Lunch requirements.

### **VIII. Kit for Trip**

Teacher will take a kit on all outings. The kit will contain:

- (i) List of children travelling.
- (ii) First aid materials, refuse and illness bags, newspapers, kitchen roll.
- (iii) Mobile phone.
- (iv) Tip for driver.
- (v) Notebook and pen.

Signed of behalf of the Board of Management:

Signed: \_\_\_\_\_  
Chairperson Board of Management

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

**PRESENTATION PRIMARY SCHOOL**

# KILKENNY

## *Turas Scoile : School Trip 200*

**Class:** \_\_\_\_\_

**Room No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Venue:** \_\_\_\_\_

**Cost:** \_\_\_\_\_ **To be paid in full by:** \_\_\_\_\_

**Pocket Money:** **No more than € \_\_\_\_\_ is recommended.**

**Dress Code:** **School Tracksuit & runners must be worn.**

**Requirements:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Departure:**

\_\_\_\_\_

**Return:**

\_\_\_\_\_

**Please collect your child at the Main Entrance to the School.**

**PRESENTATION  
PRIMARY SCHOOL  
KILKENNY**

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TRIPS / OUTINGS**