

## **ST. GABRIEL'S PRIMARY SCHOOL POLICY ON EDUCATIONAL TRIPS**

In accord with the national curriculum St. Gabriel's is committed to incorporating educational outings into the scheme of work. We understand that a child's environment is an important context for his/her development and first-hand experience that actively engages the child with the immediate environment is an effective basis for learning.

In organising educational trips teachers will ensure that they are:

- Purposeful, educational and relevant to the curriculum.
- Age appropriate
- Affordable for all children and represent value for money
- Carefully planned, with sufficient notice given to parents
- Adequately supervised as outlined below. The class teacher will organise the help of parents or volunteers as required
- Discussed in advance with the school Principal

### **Before the visit:**

- Where possible the teacher will be familiar with the venue and visit it if possible. Alternatively, it should be well researched by phone, internet and through discussion with colleagues who have visited previously.
- Each class will have completed a programme of learning based on the objectives of the visit. Follow-up activities should be prepared.
- Permission will have been obtained from the Principal/Board of Management
- Parents should be notified of cost as soon as possible and other details can follow later.
- To support with costs parents will be offered the opportunity to make weekly payments throughout the last term.
- Permission in writing will have been obtained from the Parent/Guardian of each child. This is usually done on enrolment for all children.
- Teachers may decide to seek permission again for longer trips or bigger events e.g. 'Annual School Tour' this will be done via Aladdin using the lay out in the School Trip - Permission Form below. Some parents may not give permission on enrolment. If so it must be sought for every trip.
- The organising teacher will have informed the Parent/Guardian of the nature and purpose of the visit, the programme/itinerary how the children will be supervised and the cost involved. (School Trip - Information Form)
- The class teacher will give the Secretary a completed School Trip Information Form.
- The organising teacher will note the day & time of the trip on the staffroom whiteboard.
- Classes may pair up but the bus must have one seat per child (with seatbelt)
- The organising teacher will ensure that the bus company have completed a Declaration of Compliance for Bus Safety Form.

- Permission is obtained in writing on enrolment giving the school the authority to take a child to hospital in an emergency. Teachers should check that this is completed and on file for each child before leaving on a trip.
- Contact phone numbers are requested on the School Tour Permission form. When received the class teacher will check the school software system, Aladdin, and inform the school secretary of any discrepancies.
- Ensure that you are familiar with Critical Incidents Plan, in case of emergency while on tour
- Older children may be encouraged to save for their trip. The class teacher could facilitate this.

#### **During the visit the teacher will have the following:**

- A mobile phone. (Contact number to be left in the school office.)
- A list of current emergency numbers for each child.
- Up to date medical information on students with allergies, epilepsy etc.
- Any medication necessary for children with chronic conditions
- A list of emergency numbers for each adult accompanying children (staff and volunteers).
- A First Aid Kit

#### **Following the visit:**

- The class teacher will keep a list of children who attended.
- Any accident, incident or problem with the venue or transport must be recorded and reported to the Principal.
- Work completed by children should be displayed as appropriate.
- Teachers will write a short report on the quality of the venue, educational value of the trip and any other relevant information to facilitate future class outings. This will be saved on the school server. (resources/teachers/school tours/review of venues)
- An account of the outing could be used at assemblies for information, praise and thanks.
- Thank you cards for parents/volunteers from the children are always appreciated.

#### **CHILDREN**

- In general, all children will participate in outings.
- Where it is felt that a child's behaviour may pose a safety risk or inhibit the educational benefit for self or others, inclusion in outings may be withdrawn. Parents will be advised of this in advance. This will be reviewed for each outing.
- School tracksuit, uniform or a high-visibility jacket is required for purposes of identification. (See Health & Safety Statement). This is to be specified on the letter to parents.
- The Code of Behaviour applies to all outings.
- Children should never be excluded from trips because of family inability to pay.
- Children should have the appropriate lunch as advised by the teacher.

- Pocket money should be brought only if necessary and as advised by the teacher. A limit should be set based on the age of the children and the venue.
- Children are not allowed to bring phones/cameras/electronic devices of any kind on outings.
- Children's phones/any electronic device can be given to a teacher before the trip or left at home.
- Photographs may be taken by school staff members only and in accordance with our Acceptable Use of IT policy.
- Valuable items should not be brought on outings. Any items lost or stolen will be the responsibility of the owner.

### **Health & Safety**

All school trip procedures must comply with our Health & Safety and Child Protection Policies. It is essential to be familiar with these before planning a trip.

### **Supervision/teacher Pupil ration**

Teachers will be extra vigilant and pay special attention to road safety, behaviour and specific risks posed by particular venues e.g. adventure playgrounds. The children must have a higher level of supervision than they normally have in the classroom. At least two adults are required to accompany the children whenever they leave the school premises. Supervision levels should be discussed with the Principal well in advance of the trip.

### **Local Field trips**


Field trips within walking distance which relate to a particular curriculum area are encouraged. These trips can range from walks around the school to organised trips to local venues. The Principal must be informed in advance if it is proposed that a class leave the school grounds. This includes visits to the church.

### **Review**

This policy will be reviewed by the Board of Management as necessary and at least within a four-year period.

### **Signature**

Signed on behalf of the Board of Management:



Sr. Maighread Gallagher

Chairperson of Board of Management

Date: February 28<sup>th</sup> 2022

### **School Trip - Permission Form**

Dear Parent/Guardian,

Your child's class will be going on their annual school tour soon.

Please fill out the consent form below, cut it off and return it to your child's class teacher with the appropriate fee. **Or** Reply via this Aladdin App.

- Date: \_\_\_\_\_
- Venue: \_\_\_\_\_
- Departure Time: \_\_\_\_\_
- Return Time: \_\_\_\_\_
- What to Wear: \_\_\_\_\_  
\_\_\_\_\_
- Cost: \_\_\_\_\_
- Lunch: \_\_\_\_\_
- Pocket Money: \_\_\_\_\_
- Reminder: Children are not permitted to bring phones or other technology on school tours.
- Other Information: \_\_\_\_\_  
\_\_\_\_\_

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I give permission for my child \_\_\_\_\_

Emergency Phone Numbers: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Dear Parent/Guardian,

Your child's class is going on an educational trip. All of the necessary details are listed below. If you would like any further information, please do not hesitate to contact me.

Class Teacher \_\_\_\_\_

- Date: \_\_\_\_\_
- Venue: \_\_\_\_\_
- Departure Time: \_\_\_\_\_
- Return Time: \_\_\_\_\_
- What to Wear: \_\_\_\_\_  
\_\_\_\_\_
- Cost: \_\_\_\_\_
- Lunch: \_\_\_\_\_
- Pocket Money: \_\_\_\_\_
- Reminder: Children are not permitted to bring phones or other technology on school tours.
- Educational purpose of the trip: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Other Information: \_\_\_\_\_  
\_\_\_\_\_