**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.**

**(Do not forget a form for any new pupil arriving during the school year)**

1. **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.

(c) All buses will have working seat belts and all children will be

 belted in.

> 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.

1. **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.

 The needs of children with medical conditions will be taken into

 consideration when planning school tours. A letter from the treating doctor

 may be required.

**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, will be completed by Class Teacher for distribution. This will contain:

1. Itinerary and timetable.
2. Cost
3. Recommended spending money.
4. Special clothing necessary
5. Lunch requirements.
6. **Kit for Trip**

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

(a) List of children travelling and parents’ contact numbers.

(b) First aid materials, refuse and illness bags, newspapers, kitchen

roll.

(c) Mobile phone.

(d) Tip for driver.

(e) Notebook and pen.

**IX.** The following are not permitted on school trip:

 (a) Mobile phones

 (b) Electronic devices

**X.** In the unlikely event that return journey is delayed by more than 30 minutes

 the teacher will ring the Principal or Deputy Principal who will then send

 text a parent.

**XI. First Aid Box contains the following:**

 Tweezers / scissors / safety pins / disposable gloves  **SIDE POCKET**

. Instant Ice Packs – activated by squeezing (see instructions on back of pack)

. J Cloths to put around ice pack – do not put ice-pack directly on skin – cover with J cloth.

. Sun Screen – factor 50.

. Cooling gel for burns, scalds and sunburn.

. Triangular bandage (to make sling – safety pins in side pocket)

. Small Roller bandages.

. Larger Roller bandages.

. Small conforming bandages

![C:\Documents and Settings\Administrator\Local Settings\Temporary Internet Files\Content.IE5\R0OXTWOU\MC900435484[1].wmf](). Large conforming bandages

. Finger bandage and applicator.

. Hypoallergenic tape (to secure any of above bandages).

. Plasters of various sizes.

. Sterile wipes and swabs.

. Kitchen roll.

. Cotton pads

. Sanitising hand gel

**If you feel the First Aid bags are missing important items please let the Principal know.**

Signed of behalf of the Board of Management:

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

 Chairperson Board of Management

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

 Principal

**PRESENTATION PRIMARY SCHOOL**

**KILKENNY**

***Turas Scoile : School Trip***

**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**

**POLICY ON**

**TRIPS / OUTINGS**

**Updated June 2018**