School Trip Policy

Purpose:

It is school policy to organize outings for the benefit of students when this is deemed appropriate by the teaching staff; in consultation with the Principal. The school recognizes the benefits of outings to complement normal school work, for educational or sporting purposes.

Some trips are organized as part of the course to be followed in a subject area. Other outings and trips are additional to the curriculum and are not deemed a core activity. The lengths of trips may vary from a short local visit to a longer trip involving several days away.

School trips, outings and tours are a privilege reserved for students who meet minimum standards of behaviour while at school. Students who do not meet minimum standards of behaviour, as decided by the Principal, may be refused permission to participate in a school outing. The Principal reserves the right to disallow a student from participation in a school trip if, in her opinion, the health or safety of the student or other students or teachers is at risk.

All school rules and all school policies apply while on school trips. In particular, parents and students should be aware that permission to travel on a school related activity is conditional on strict adherence to the Code of Behaviour (Entry/Renewal Form is signed by Pupils and Parents on registration in Buds Public School)

All students selected for activities, teams etc.… and/or who travel as part of a class group represent the school. The highest standards of behaviour and conduct are expected at all times.

PROCEDURES:

Permission must be sought in advance from the Principal before any trip is organized. In general, written permission is required from a parent/guardian of a student before they may go on a trip. Details of the trip will be given in writing.

It is understood that students who play as part of a team representing BUDS PUBLIC SCHOOL have on-going parental permission to travel to all away events.

Every effort will be made to adhere to arranged times on trips, in particular the arrival time back at the school, this may not always be possible.

Students must have paid all monies due for the trip by the date(s) set out.

SUPERVISION

Supervision will be appropriate for the particular trip.

Certain trips may facilitate shopping or recreation which may not be directly supervised. This situation will usually arise for senior students and will be indicated on the permission slip, itinerary or information letter sent to parents/guardians.

Students on trips which involve an overnight stay in abroad will not be supervised on a 24-hour basis and all extended school tours will involve periods of time without direct supervision. Parents who are concerned that such a level of supervision is inappropriate should not permit their wards to take part in such trips.

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School Tours Abroad/Exchanges/Overnight Trips

Students who withdraw from a trip after a deposit, or full monies, has been paid, may not be entitled to a refund. Similarly, a student who is prevented from travelling for disciplinary or safety reasons will not be entitled to a refund.

It is the responsibility of parents/guardians in conjunction with students to ensure that all documents necessary for travel abroad (e.g. passport, identity card, EID cards) are up to date and in order. The school will not take responsibility for a student whose personal documentation is not in order and who is prevented from travelling abroad as a result.

Parents/guardians will receive a written overview/itinerary of overnight trips and will be required to give written consent to their ward taking part on the trip. It will be the responsibility of parents/ guardians to ensure that the organizer of a trip is aware of any special needs, medical or dietary issues (see Appendix 1 and 2).

Students will be reminded, prior to going on the trip that school rules apply on trips. A student may be sent home, at their parents' expense, if the conduct of the student warrants it.

HEALTH AND SAFETY

Health and safety of students and supervisors is a priority when organizing and taking a school trip or tour. Teachers taking any trip will exercise due care, common sense and judgment when issues of health and safety arise.

Parents of students who have special needs, a medical condition, or who are on medication of any kind, should notify the teacher/s in charge of this and any medication being taken.

In case of an accident, staff will normally apply basic first aid only. Expert medical attention will be sought should this be thought necessary.

On return from, or during, any trip staff may advise a parent/guardian to seek medical advice, should they deem this appropriate. Where a serious accident occurs, staff will seek medical assistance as a first priority and contact the school to inform them of events. The school will contact parents as soon as possible.

FINANCIAL GUIDELINES FOR SCHOOL TOURS

1. At least two teachers should be involved in the financial administration of a school tour. This is an important protection for all concerned where money is collected from students.
2. Separate financial records should be maintained for each school tour. A detailed record of all participating students and the amounts paid should be retained.
3. Parents should be informed as early as possible of the full cost associated with the tour. Written permission should be received from the parents of all tour participants and a receipt for all money paid should be issued.
4. Proper and full insurance cover must be in place for all school tours.
5. All money collected for a school tour should be lodged as soon as possible in the main school bank account.
6. Accounts and records for the tour should be reconciled at regular intervals and a report given to the Principal.

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7. A final report when all transactions relating to the tour have been completed must be presented to the Principal/Secretary of Board of Management.

APPENDEX – 1

SCHOOL TRIP - LETTER OF ACCEPTANCE AND APPROVAL

(Please alter as appropriate)

Date: _____ / _____ / _____

Dear Parent / Guardian,

Please find the attached consent form to allow your son/daughter to participate

in the planned trip to: Destination: ……for No. Of Day(s)……

Date of trip: _____ / _____ / _____

Departure time from School/Bus Station/Train Station/Airport……...

Date of Return Trip: _____ / _____ / _____

Return time to School/Bus Station/Train Station/Airport……..……....

Cost of Complete trip with/without, food / lodging / Travel: ……...

Please read the attached consent form carefully and return to:

Mr./Ms.…….Before:…….

Yours sincerely,

(Organizing Teacher) ……...
Signature: …….

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APPENDEX – 2

CONSENT FORM

To be read and signed by pupil and parent/guardian

School field trips and tours offer valuable opportunities for pupils and staff. The success of such events depends, to a large extent, on responsible behaviour, co-operation and a willingness to join in positively.

Normal school rules and procedures will apply and pupils are expected to support the policies outlined in the Code of Behaviour.

These trips often take place in unfamiliar locations and may involve an extra degree of risk. There may be some free time which will not be directly supervised. We anticipate the full co-operation of your daughter throughout the trip. However, it is important to understand the following:

• A pupil who is guilty of serious misconduct while on a trip e.g. consuming alcohol, drug abuse, involvement with any items prohibited in school, refusal to obey instructions, may be:

- ❖ Subject to disciplinary actions on the trip and/or on returning to school
- ❖ prevented from participating in some aspect of the trip or tour
- ❖ Sent home at the parents' expense
- ❖ Subject to disciplinary measures, in accordance with the Code of Behaviour, including suspension and expulsion

MEDICAL

Please inform the group leader of any concerns or medical issues. (Asthma, Medication, Dietary or Special needs:

Medical, dietary or special needs concerns:
……..……
……
……...……

NOTE- A member of staff may take a pupil to a doctor where it is deemed necessary.

Further information, where necessary, will be communicated to you in the near

future.

(Continued)

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CONSENT FORM

SIGNED AGREEMENT

We, the undersigned have read, understand and accept the principles included above.

Pupil's name (Block Capitals) ……...
Class ….…… ……..

Signature …… Date: _____ / _____ / _____

Parent/Guardian name (Block Capitals)
……

Signature …… Date: _____ / _____ / _____

Contact numbers: Home ……... Mobile: …….

Family Doctor: ……. Tel. No……..…….

Policy code: BPS/019/2026

Policy Reviewed: March 2026

Effective from: April 2026

Next Review: March 2027

Reviewed by: Principal, Health and Safety Team and Heads of Departments.

Approved By: Mr. Donald Weilson (Principal)

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