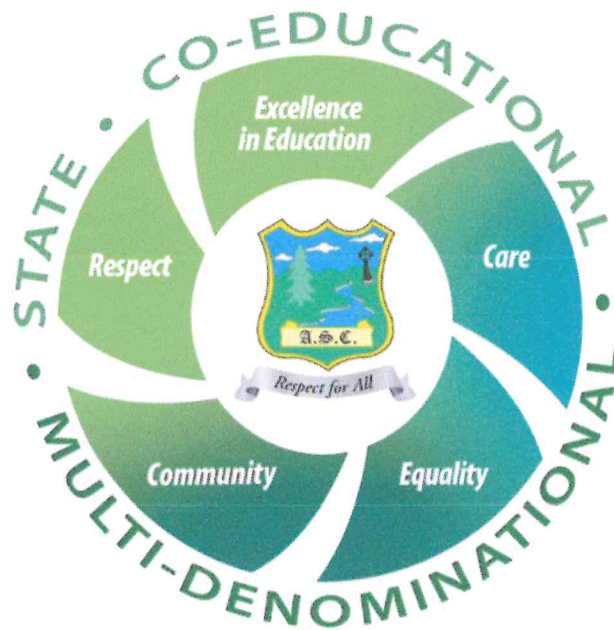


# Ard Scoil Chiaráin Naofa



## Educational Outings and Tours Policy.

**May 2025.**



## **Educational Outings and Tours Policy.**

### **Introduction**

Ard Scoil Chiaráin Naofa, Clara, is a co-educational and multi-denominational post-primary school, committed to our ETB School Core Values of Excellence in Education, Care, Equality, Community, and Respect. We promote the holistic educational development of all within the school community, striving for academic excellence and aiming to maximise the potential of each individual in a safe, caring, and respectful environment.

This policy is agreed following a consultative process involving a staff working group initially, followed by the whole staff, Student Council, Parents' Council and Board of Management of Ard Scoil Chiaráin Naofa. The policy is written in the context of Circular Letter M20/04 issued by the Department of Education and Skills which states that: 'The objective of an educational tour should be that it should provide a significant benefit to the educational, intellectual, cultural and social development of the maximum number of pupils in the particular grade(s) taking part in the tour and which benefit cannot be provided by in-school activities alone'. In this policy the term 'parent' is taken to include the term 'guardian.'

### **Mission Statement**

*Ard Scoil Chiaráin Naofa promotes the holistic educational development of all within the school community. We strive for academic excellence and aim to maximise the potential of each individual in a safe, caring, and respectful manner.*

### **Scope**

This policy applies to all staff members of Ard Scoil Chiaráin Naofa who take students off site, whether in the Republic of Ireland or abroad. It is also applicable to the students participating in the activity and to their parents. This policy is formulated in the context of the school's Code of Behaviour but also takes account of the school's Acceptable Use Policy, Anti-Bullying Policy, Data Protection Policy, GDPR Requirements, Additional Educational Needs Policy, Substance Use Policy, Health and Safety Policy, and other relevant school policies. These apply to all students and to all school-related activities which take place during or outside of normal school hours, whether or not an overnight stay is involved. The

policy applies both on and off the school grounds and anywhere students are clearly identified or identifiable as students of Ard Scoil Chiaráin Naofa.

## **Rationale**

In keeping with our schools' mission statement, the school is committed to the holistic education of our students. We recognise that exposure to a range of experience and culture is part of a holistic education.

The curriculum content of some subjects requires field studies/trips/recreational and sporting activities which take place both on and off the school campus.

There are many benefits to school outings and tours. They assist in:

- broadening cultural and intellectual experiences;
- fostering independence, maturity, and team building;
- fostering inclusion (e.g. students with additional needs);
- enhancing students' social skills, thus supporting students' wellbeing;
- improving language acquisition and skills;
- promoting greater understanding among diverse cultures;
- helping teachers with an opportunity to get to know students in a non-classroom environment.

Ard Scoil Chiaráin Naofa recognises the importance of school trips/tours in the life of the student. This policy focuses on the following:

- Trips which are organised to take place during the school day as part of the educational, artistic, sporting and social programme of the school.
- Foreign exchange trips.
- Overnight trips at home or abroad.

This policy is devised in accordance with School's Child safeguarding statement and risk assessment and in accordance with the Children First: National Guidance for the Protection and Welfare of Children 2017, the Children First Act 2015 and the Department of Education and Skills Child Protection Procedures for Primary and Post Primary schools 2017.

## **Policy Content**

The policy on organising school trips/ tours is to;

- Clarify all aspects of planning and co-ordinating of school trip/tour.
- Ensure that trips/tours are spread out over school year so that the interruption of class work is minimised.

- Ensure that foreign trips or overnight within the State are in line with the Department of Education and Skills circular M20/04.
- Ensure a consistent approach for teachers involved in organising a trip/tour.
- Provide all relevant information about the trip/tour for all participants concerned – students, parents, all members of staff, Deputy Principal and Principal.

## **Aims of the Policy**

Ard Scoil Chiaráin Naofa recognises that school trips are an integral part of the life of the student. The aim of an educational trip/tour is to encourage the following:

- Experiential learning –
  - (i) Aspects of the curriculum delivery go beyond the confines of the classroom in many subject areas.
  - (ii) An effective method of introducing young people to the world of work.
- Collaboration with the community: identifying & integrating resources & services in the community.
- Promoting the development of social skills.
- Creating good rapport – fostering greater rapport with teachers and other students who are participating.
- Developing a cultural identity – a bridge-building exercise, which helps to create a greater sense of one's own culture and that of others.

## **General Procedures**

1. All School rules and policies apply on all school trips.
2. Consult with Principal/Deputy Principal and Year Head re trip giving list of names of students going on trip, dates, costs and funding details.
3. Teachers to consider the timing of the trip particularly in relation to the Curriculum Based Assessments (CBAs) required for the new Junior Cycle Framework, and Additional Assessment Components (AACs) for the new Senior Cycle Framework.
4. Where possible, the destination should be visited beforehand/information obtained.

5. Date of trip to be uploaded on School Calendar of Staff Area in Office 365 once the extra-curricular activity (ECA) is approved after submitted.
6. Bus to be booked, tour booked, and lunch arrangements made. Organising teacher to ensure cost of trip is met by student contribution and/or subsidy from school.
7. Permission to be sought from LOETB (Form available on Office 365).
8. Permission letter to be sent home & returned signed by Parent/Guardian at least one week in advance. See Appendix 1.
9. All forms to be returned. No form, no trip.
10. Meeting to be held with all students to confirm details of proposed trip.
11. School uniform must be worn unless the nature of the trip suggests otherwise. Appropriate attire & footwear should be worn for activity trips.
12. Names of students to be e –mailed to all staff at least 2 days beforehand.
13. The school reserves the right to disallow a trip or a student from participation in a school trip, if the health and safety of the student, other students or staff is at risk.
14. The behaviour record of a student will be taken into account in deciding whether to permit a student to participate in a school trip. Any student on report or suspended at the time of planning or on the day of trip can be excluded from trip. Students who have misbehaved on previous trips will not be allowed to participate. Students will be informed beforehand. (An educational trip is a privilege not a right).
15. Parents, whose children wish to participate in overnight trips, must ensure that they have paid all other regular school fees for the current year in full – for example Student Fund, TY Fee etc.
16. Substitution for participating teacher(s) to be arranged with Deputy Principal and work set for classes.

### **On Day of Trip...**

1. Before departure meeting to be held with all students concerned to outline details and to remind them that they are representing themselves, their families and their school.
2. Normal school rules for behaviour apply during school trip.
3. Organising teacher will have a list of students' names & contact telephone numbers on trip.
5. In the event of an emergency, contact Principal/Deputy Principal immediately.
6. Frequent head counts to be made.
7. Students should be encouraged to show respect and gratitude to drivers, guides, instructors, etc. e.g. saying please, thank you, etc.

8. Teacher ensures that the bus company policy is strictly adhered to at all times (safety, behaviour, cleanliness, etc.).
9. Any student who purchases, transports or consumes alcohol or other illegal substances will face the relevant consequences up to and including permanent exclusion from school in accordance with the School's Code of behaviour and Substance Use policy.
10. Any incidents of misbehaviour must be reported to the Principal/Deputy Principal as soon as possible on return.
11. Trip to be evaluated and to be used for future reference in the Subject Department.

### **Procedures for school trips abroad or involving overnight trips.**

1. Principal/ Deputy Principal to be furnished with all details of the intended trip abroad/ overnight; dates, students & teachers involved, cost.
2. Where a school trip abroad or overnight within the state takes place during the school term the procedures shall be as outlined in the Department of Education and Skills circular M20/04.
3. Application for all trips abroad or overnight within the state should be submitted to the Board of Management at least 6 months prior to the trip taking place. It should give details of initial itinerary, the cost per student and the proposed number of students and staff participating. Taking into account the cost of a trip every effort should be made to ensure that there is sufficient time to allow for families to budget for the trip and to make the necessary arrangements to pay the costs.
4. Written parental/guardian permission will be required for all such trips. See Appendix 1
5. Any student, who withdraws from a trip after a deposit or full monies have been paid, may not be entitled to a refund. A student, who is not allowed to travel for disciplinary reasons, which occur following payment of a deposit or full amount, will not be entitled to a refund.
6. Parents/Guardians of students who are in receipt of Special Needs support as recognised by the Department of Education and Skills need to inform the teacher organising the trip at the time of their application, to ensure that the required supports are in place for the trip/activity.
7. For the health and safety of all students partaking in the trip it is a requirement that a parent/guardian with a son or daughter availing of additional supports, mental or physical, submit to the tour leader a signed and stamped letter from the services ensuring the student's fitness to travel. The letter/communication from the doctor/practitioner will be carefully considered but the final decision will be made by the principal and deputy principals following consultation with the tour leader.

## Monitoring and Review Procedure

This Educational Outings and Tours Policy will be reviewed and evaluated every two years by the relevant team in consultation with teaching staff, the Student Council and the Parents' Council with ratification by the Board of Management.

This policy was ratified by the Board of Management on 27th May 2025

Date of next review: May 2027

Signature (Chairperson):

*Richard Murphy*  
For and on behalf of the Board of Management.

Date: 27/5/25

Signature (Principal):

*Regan George*

Date: 29/5/25

## ***Appendix 1***



# Ard Scoil Chiaráin Naofa

Frederick Street, Clara, Co. Offaly R35 H974

Telephone: 057 93 31231

Email: [secretary@ascnclara.ie](mailto:secretary@ascnclara.ie) Web: [www.ascnclara.ie](http://www.ascnclara.ie)

**Principal:** Mr. Roger Geagan  
**Deputy Principal:** Ms. Miriam Hickey

Dear Parent,

A school trip to \_\_\_\_\_ has been planned for your son/daughter  
\_\_\_\_\_.

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

**Time of Dept:** \_\_\_\_\_

**Time of Return:** \_\_\_\_\_

**Cost:** \_\_\_\_\_

While students are responsible for their own prescribed medication, please let us know if your son/daughter has any special needs.

All School rules and policies apply on all school trips. Please note that students must wear full school uniform and that any student who purchases, transports or consumes alcohol or other illegal substances will face the relevant consequences up to and including permanent exclusion from school.

Please sign the form below stating that you give permission for him/her to go and that you are organising transport home for him/her when students return.

Yours sincerely,

\_\_\_\_\_  
**ROGER GEAGAN,**  
**PRINCIPAL**

\_\_\_\_\_  
**TEACHER.**



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## PERMISSION RETURN SLIP

To be returned by \_\_\_\_\_ (date)

I give/do not give permission to my son/daughter \_\_\_\_\_ (name) to go on the school trip on \_\_\_\_\_ to \_\_\_\_\_ and I have organised transport home for him/her when students return.

**(This form must be returned whether your son/daughter is travelling or not).**

- On medication:      Yes ☐ No ☐      Give details: \_\_\_\_\_
- In the case of an accident or emergency, staff has permission to seek emergency treatment.      Yes ☐ No ☐

**Signed:** \_\_\_\_\_ **Contact Tel No.:** \_\_\_\_\_

(Parent/Guardian)

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