

Wesley College, Dublin

School Trips Policy

1. Introduction

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

Some trips are organised 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 staying away for several days.

College 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 his/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 College related activity is conditional on strict adherence to the Code of Behaviour ¹

All students selected for sports teams and who travel as part of a class group represent Wesley College. The highest standards of behaviour and conduct are expected as a matter of course.

2. Procedures

In general, written permission is required from a parent/guardian of a student before they may go on a trip.

It is understood that students who play as part of a team representing Wesley College have on-going parental permission to travel to all away matches.

While every effort will be made to adhere to arranged times on trips, in particular the arrival time back at the College, the College cannot guarantee such times, for example where circumstances arise which are outside the control of staff involved.

¹ All parents and pupils have been sent a Copy of the College Code of Behaviour, acceptance of which is a condition of entry to Wesley College. Additional copies are available from the School Office

3. Supervision

The number of staff which accompanies a group will be influenced by a number of factors including:

- The number of students travelling
- The age of the students
- The location of the trip
- Additional supervision which may be provided at the trip destination
- If the group will be dividing into smaller groups, each requiring supervision
- The type of transport used

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.

The College expects that all students travelling on an extended tour will display a level of maturity commensurate with their age. Students on trips which involve an overnight stay in Ireland or 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 son/daughter to take part in such trips.

4. School Tours Abroad/Exchanges/Overnight Trips

In general, overnight trips/tours occur in addition to the normal academic and extra-curricular programmes of the College. There is normally an additional charge.

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 (eg passport, identity card) are up to date and in order. The College 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 son/daughter 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.

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

5. Health and Safety

Health and safety of students and supervisors is a priority when organizing and taking a College trip or tour. Teachers taking any trip will exercise due care, common sense and judgement 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 the office of events. Parents will be contacted as soon as possible by the College.

Wesley College requires that all students are covered under the College insurance policy, and the College returns details of all students to the insurers for this purpose. Specific activities are excluded from this policy and Parents/Guardians may request to see these.

Day trips will not normally be covered by any other insurance policy. Additional insurance for longer trips will be organised by the College where considered appropriate.

Approved by the Board of Management
Wesley College
May 2007