



# JOHN SCOTTUS SECONDARY SCHOOL

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## John Scottus Secondary School, Dublin

### School Trips Policy

John Scottus School offers a vision of education which gives young people the self mastery, strength of character and compassion to contribute meaningfully to the world around them whilst at the same time fulfilling their own unique set of talents and qualities.

It is an education based on the belief that each child can come to discover their innate gifts, that each child can come to contribute something exceptional and that each child has at their heart a limitless potential.

Central to the ethos of the school is the development of character. Character building is described as the development of good habits such as the ability to be still and self-aware, to attend to the present moment, to participate in the spirit of enquiry and to unite with others around. These habits of attention, enquiry, stillness and unity will provide the foundations for academic excellence, a life of meaningful purpose and a life journey of Self-Discovery.

Mindfulness along with philosophy and meditation are considered the three key aspects in the journey of character building and the development of these habits. The mindful motto of the school is “Delight in the present” and the belief is that when a child comes to know their true Self it is possible to delight in the present every moment of every day.

#### 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 School 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.

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 his 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.

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

## **2. Procedures**

A series of three forms is completed before a trip can proceed. One form is filled out by the Leader of the trip giving details of travel, participants, supervision, contact details, costs, and departure and arrival times. A risk assessment is also to be made by the Leader. This is signed by the Principal. A second form is given to each pupil to sign, declaring they are aware of the rules and procedures that apply to the trip. The third form is for each parent to sign indicating that they are aware of the rules, and that details are given of any medical or other needs that apply specifically to their child. It is understood that students who play as part of a team representing John Scottus School 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 School, the School cannot guarantee such times, for example where circumstances arise which are outside the control of staff involved.

## **3. Supervision**

The number of staff which accompanies a group will be decided 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

The school has the tradition of parental involvement in educational trips and parents may be involved in organisation and supervision of trips.

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 School 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 School. 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 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 supervising adults. They 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 School 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 School 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. In such situations or when a serious incident occurs, parents will be contacted as soon as possible by the School.

All students are covered under the School insurance policy for trips outside the school.

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

Approved by the Board of Management

John Scottus Secondary School  
June 2016

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