



## School Trip Policy:



**School Name:** De La Salle College, Waterford.

**School Address:** Newtown, Waterford.

**School Roll Number:** 649500

**School Details:** De La Salle Waterford is a Voluntary Roman Catholic Secondary School under the trusteeship and the patronage of the Le Chéile Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.

**School Management:** The Board of Management of De La Salle, Waterford is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

### Mission Statement:

Inspired by its founder, the mission of the college is to: *“De La Salle College, Waterford is an all-boys Catholic school. It is a learning community where all students are valued and educated in preparation for a meaningful life”*

### Ethos:

As a Le Chéile school in the De La Salle tradition De La Salle Waterford seeks to promote the key values of a le Chéile school as espoused by life St. Jean-Baptiste De La Salle. Graduates of our school are characterised by a keen sense of the following:

- Intellectual Development
- Emotional and Social Development
- Moral Development
- Spiritual Development
- Concern for Others

Personal data collected about prospective students/students and their parents/guardians will be retained and used strictly in accordance with the provisions of GDPR legislation as introduced 25<sup>th</sup> May 2018. Further details on data protection are set out in the school’s Data Protection Policy.

1. The Board of Management recognises that school tours/trips contribute positively to the personal and educational development of students.
2. The primary concern of the Board of Management is the health and safety of all those participating in such trips.
3. The Board of Management acknowledges the voluntary contribution to such tours to all members of the school community.
4. The Board of Management requests that tours be organised to ensure minimum impact on the school calendar.
5. The Board of Management requests that tours be confined to a single year group or team.

#### School Day Trips:

School trips are part of the educational experience in the school. These activities serve to significantly enhance the academic curriculum as taught in school and enrich the social and personal development of those students participating in them.

1. Teachers/Trip Organisers should first consult with school management before organising a trip giving suitable notice where practicable.
2. Such trips may be deemed optional/compulsory as decided by the Teacher/Trip Organisers.
3. Such trips usually incur a cost to each student. Every effort is made by the Teacher/Trip Organisers to achieve maximum value for money and to ensure that all students are in a position to participate.
4. Teachers/Trip Organisers should obtain the written consent from parents/guardians prior to the trip.
5. Students must adhere to the school's Code of Behaviour and any additional rules that Trip Organisers/Teachers/school management may deem necessary.
6. The school authorities reserve the right to decline a place on a trip to any student.
7. It is recommended where practicable that a teacher is accompanied on a school trip by another member of the school staff who is appropriately Garda Vetted.
8. Should a student become ill or injured on a trip then parents/guardians will be informed as soon as practicable and medical attention will be sought for the student if necessary. Parents should note that injury or illness to a student may impact to some extent on the supervision of remaining students, especially if it is necessary for a teacher to accompany a student seeking medical attention.
9. Students are responsible for meeting at the designated departure/meeting point and should be on-time.

10. The health and safety of all who partake in a school trip is paramount. Every reasonable effort should be made by all to ensure the health and safety of everyone who partakes in such a trip.

11. All Trip Organisers and accompanying adults must familiarise themselves with the school's policy on Child Safeguarding Statement.

School overnight trips/events:

1. Prior verbal consultation with school management is required before organising a school trip.

2. A time frame should be agreed between management & the tour leader for promoting and assessing the level of interest by both students and staff on the proposed tour.

3. A letter from the tour leader to the Board of Management should be drafted requesting permission to organise the tour. This letter must include:

- Draft itinerary
- Proposed year group
- Proposed number of students
- Proposed number of staff
- Financial projections
- Any other relevant information.

4. Following approval by the Board of Management, the tour leader proceeds with the organisation of the tour.

5. It is a requirement of the Board of Management that each of the following are fully adhered to:

- Anyone wishing to organise a school trip abroad must do so using a licensed tour operator or travel agent to arrange the travel package including accommodation and other services.
- All monies must be paid directly to the tour operator or travel agent, where possible & not to school staff or the tour leader.
- All school tours traveling outside of the Republic of Ireland must be booked through a bonded licenced travel agent.

6. The tour leader informs the parents/guardians of the relevant school group of the details of the proposed trip. This letter should include the following information:

- Provisional itinerary
- Costings
- Payment dates
- Statement that deposits are non-refundable

- Procedures in the event of oversubscription
- Parents should be reminded that the payment of a deposit is provisional and does not create an entitlement.
- A statement that the school authorities reserve the right to alter or cancel a proposed tour as circumstances may dictate.

7. The tour leader invites applications from students to participate in the proposed tour. Such an application is usually accompanied by a deposit. All terms and conditions for when the deposit becomes non-refundable should be made clear to both parents/guardians and students.

Parents/guardians must sign an application form accepting that students must adhere to the school's Code of Behaviour and any additional rules that tour leader and/or school management may deem necessary.

8. The list of applications accepted, provisionally accepted or rejected should be available to school management.

9. The tour leader should inform/meet with school management prior to a meeting with parents/guardians.

10. The letter of consent signed by parents/guardians should be retained by the tour leader and carried on the school trip for possible inspection.

11. All necessary documentation required for the trip will be carried by the tour leader.

12. Pupil-Teacher ratio of 8:1 is recommended for tours, in so far as is practicable.

### **Approval:**

This policy has been distributed to staff, parents and students for their approval. Amendments have been made after consultation with these stakeholders.

This policy has been ratified by the Board of Management of De La Salle Waterford;

Chairperson:                     *Nora Widger*                    

Date: 14/10/21

This policy will be due for review on:

Date: October 2024