

School Trip Policy

Adopted by the Board of Management 11th April 2018

- All school trips will be planned and implemented with due regard to DES Circular M20/04 Educational Tours by School Groups (both inside and outside the State) and any relevant policies put in place by DDLETB and Kishoge Community College.
- The school aims to balance the achievement of academic excellence with social and personal development of students. School Trips and outings can make an important contribution to the achievement of this aim.
- From time to time, the school will organise trips to locations both at home and abroad. As far as possible, these will be organised during school holidays or at weekends. Of necessity, some outings will take place during school time.
- All school trips should be self-financing.
- The payment of a deposit or of the full cost does not constitute a contract, as a severe breach of the school's Code of Behaviour may result in a pupil being banned from travelling on the tour.
- All those travelling on the tour are required, where necessary, to be in possession of a valid passport and any other travel documentation required. For trips to other EU countries, travellers should be in possession of a completed EHIC.
- Any illnesses, allergies, dietary or medication requirements will be notified in good time to the Tour Organiser.
- Depending upon the nature of the trip, a 'good behaviour bond' may be imposed. This bond will be refunded, subject to satisfactory completion of the trip.
- Students, as ambassadors of the school, are expected to conform to the highest standards of behaviour and courtesy. A high standard of self-discipline and trust is required. Examples of breach of trust would include: alcohol or substance use, breach of room curfews, inappropriate liaisons, the purchase of inappropriate items or materials and the misuse of facilities.
- A student's application to participate on a school trip may be refused if, in the opinion of the Principal or Deputy Principal, his/her disciplinary record is such as to give rise to serious concern that he/she cannot be trusted to conform to the high standard of behaviour and self-discipline required. A decision to refuse an application may be appealed to the Board of Management.
- Any breach of trust may result in parents being contacted and requested to arrange the return of their son or daughter. Other appropriate disciplinary action may be taken as circumstances demand.
- In some cases, it is the practice of the school to impose an appropriate monetary fine on a student for breach of trust or inappropriate behaviour, for example, behaviour likely to be a risk to health and safety. Parents will be contacted in such cases.
- In a situation where a student is suspected of being under the influence of alcohol the school authorities may require the student to undergo a breath test using a device that measures alcohol content in the human breath.
- The purchase, possession or consumption of alcohol, cigarettes or drugs is not permitted.
- Teachers and other responsible adults supervising the trip are in loco parentis and, therefore, have the responsibilities and rights of a prudent parent.
- In cases of serious misbehaviour, students may be excluded from school trips and/or activities, with a right of appeal to the Board of Management.