

HOLY FAMILY PRIMARY SCHOOL MAGHERAFELT



EDUCATIONAL TRIPS

POLICY STATEMENT

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These are social/educational events organised through the school and may take place at any time during the school year. Where children will go on their outing is decided among Year Group Teachers in consultation with the Principal. All children are encouraged to take part in this learning experience.

The School will negotiate prices and arrange transport. Notification of all trips will be given to the Kitchen Staff well in advance to allow them to plan for Free School Meals pupils and Dinners.

A letter will be sent to parents whose children are going on trips. The letter will contain the following information:

- Where pupils will be going
- The day and date of the trip
- The cost of the trip
- What children will need to bring/wear
- Time of departure and
- Approximate time of return and any other information they may need depending on the age group and venue e.g. spending money

If it is clear on the day that the return time will be delayed, a Groupcall text message will be sent to all relevant parents.

N.B. Parents will be asked to sign the reply slip at the end of the information letter and return it to the school.

Sandwiches and drinks will be provided by the kitchen staff for all F.S.M. pupils who go on the trip.

SUPERVISION RATIO

1 adult to 8 -10 (infants)

1 adult to 15-20 (juniors)

The school will engage all classroom assistants, supervisory assistants and all teachers available. Our aim will be to have pupils adequately supervised and to ensure their safety at all times.

PUPIL GUIDELINES

Go the coach in an orderly fashion

Do not rush or push at any time

Sit down in the coach and stay sitting

Keep happy and enjoy your day

Always listen well for instruction

Always keep an eye on the teacher/leader

Keep all scraps and papers for the bin

Leave the coach tidy and make sure all belongings are collected before leaving

Thank teacher/helper and driver.

The teachers in each year group will discuss final arrangements together and allocate help for each class group appropriately. Each teacher will have special responsibility for her/his own group but one teacher from the year group will act as the link with the school and the outgoing group of teachers/helpers. A school mobile phone will be sent with this person.

Each helper will be given clear instructions about

- What to do
- Which specific group of pupils to supervise
- The outline of the day's events
- Necessary precautions to take
- Procedures to follow in the event of an accident

Teachers should complete all class registers before leaving the school on the morning of the trip and send these to the main office.

Each teacher should bring a list of the children for her/his class who are on the trip. She/he should check children on to the bus again before return journey.

All pupils will be expected to be in uniform, unless otherwise arranged. A First Aid bag will be brought along on each trip.

Procedures to follow in the event of an accident:

- Adopt normal procedures and
- Inform the school, who in turn will contact parents (if necessary)

“The legal liability of the school arising out of school trips is insured”

