



Coláiste Iognáid S.J.

Bóthar na Mara, Gaillimh

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School Trips/Tours (Non-International) Policy January 2022

LINK TO MISSION STATEMENT

Coláiste Iognáid aspires to be a community wherein mutual respect, cooperation and justice are integral features. The school's ethos seeks to develop each student's religious, moral, social, intellectual and cultural sensibilities. Our Ignatian Vision guides procedures and processes within the school. Cura personalis is one of the defining features of the ethos of the college where each student will be cared for. The unique character of each person is acknowledged and valued. One of the central aspirations of the college is that we should be "people for others". All our policies are informed and guided by these principles.

INTRODUCTION BY THE BOARD OF MANAGEMENT

The Board of Management recognises the importance of School trips as part of a holistic education and is fully committed to following the key principles of best practice in implementing this policy.

In developing this policy, we have given serious consideration to the democratic and child-centred principles of the school. The establishment of a sound learning environment at school and classroom level is critical to effective teaching and learning.

This policy document sets out procedures for school trips and tours to be applied to support staff and students in the school.

RATIONALE

Coláiste Iognáid recognises that the protection and welfare of the student is of paramount importance. The school will adopt all safe practices that minimise the possibility of harm to the student.

General Guidelines

- A letter to Parents/Guardians is required explaining the precise details of the Tour and seeking their consent using Compass.
- An event should be created on Compass by the lead staff member and the roll should be taken immediately prior to the tour.

- Teachers should bring a mobile phone on any school outings.
- When booking a bus please satisfy yourself that the bus is compliant with recent legislation in regard to Safety.
- All school outings and tours must be relevant to the curriculum/school programme for extracurricular activities eg. Sport / Debates / Careers / T.Y. events etc. All trips proceed at the discretion of the school principal. Students adhere to the school code of behaviour at all times.
- It is best practice to plan well ahead, inform the Principal in good time so that the Diary can be checked and arrangements can be made.

POLICY PUBLICATION

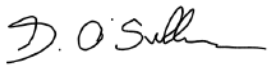
This policy was adopted by the Board of Management on 24/01/2022.

REVIEW

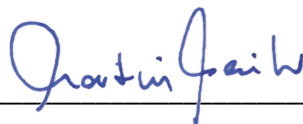
This policy has been made available to school personnel. The policy is published on the school website and is available to parents and pupils on hardcopy upon request. A copy of this policy will be made available to the Department and the patron if requested.

RATIFICATION

This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website and will otherwise be readily accessible to parents and pupils on request. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Signed: 

Principal

Signed: 

Chairperson of Board of Management

Date: 24 January 2022