

ST. JOSEPH'S N. S.  
TOM BELLEW AVENUE  
DUNDALK  
CO. LOUTH  
IRELAND

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*Nurturing excellence in education*

**Roll No.:** 19673J  
**Fax:** +353 42 9337676  
**Phone:** +353 42 9337170  
**Email:** [stjosephsnsdundalk@gmail.com](mailto:stjosephsnsdundalk@gmail.com)  
**Principal:** Dr Rosalyn Morris

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## SCHOOL FIELD TRIPS / TOURS POLICY

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- We are committed to fostering a sense of identity and self-worth in each of our students.
- We are committed to developing a well-rounded individual with skills, attitudes, sensibilities and personal initiative that will allow each to grow into a mature, confident adult.
- We are committed to developing the whole person - morally, intellectually, aesthetically, spiritually and physically - in a caring, innovative, multi-denominational environment.
- We are committed to striving for high academic standards and in so doing we seek to challenge each of our students to achieve the best that they can.
- We are committed to ensuring that children are given the opportunity to engage in practical field trips to make their learning "Real", particularly in the areas of Geography, History, and Science.
- We are committed to ensuring that each of our students embraces the whole world community and culture, while at the same time fostering an appreciation of Irish culture in which the school is rooted.
- We recognise that serving both the school (students, staff and parents) and the wider community is a cornerstone of our philosophy, and we are committed to developing in each student innovative capabilities to participate in a dynamic world environment.

**Introduction:**

The staff of St. Joseph's has been organizing local field trips and tours, which have been greatly beneficial for both teachers and students. These activities enrich both the curriculum and the social and personal development of those students participating in them. The organization, particularly of school field trips, requires a significant investment of staff time and energy. The purpose of the following information (rules, forms, contracts, etc.) is to assist the teacher(s)/group leader(s) when organizing any trip or tour.

**Pupil/Teacher Ratio:**

The school provides a pupil/teacher ratio appropriate to the activity.

**Contact:**

The school phone number can be used in any case where a parent needs to contact the group teacher leader should **a family emergency arise.**

**RULES FOR SCHOOL DAY FIELD TRIPS**

The purpose of the rules set out below is to ensure that the enjoyment of the trip is not hindered for any student or teacher.

1. All school rules, as per the school **Code of Behaviour** apply while on day trips.
2. Students are expected to wear full school uniform unless told otherwise by the teacher. All students should note that while in school uniform they are ambassadors for the school and should behave accordingly.
- 3.. Students are to remain with the group at all times.
4. Students are expected to treat teachers/supervisors/instructors/tour guides with respect at all times
5. All students are expected to turn up on time for all roll calls.

**ILLNESS/INJURY**

Should a student become ill or injured on a trip then parents will be informed immediately and medical attention will be sought for the student if necessary. Parents should note that injury or illness to a student may require a lesser supervision of remaining students on any trip should it be necessary for a teacher/SNA to accompany a student seeking medical attention.

## **Sanctions**

Failure to comply with the rules of the trip will lead to sanctions which will be decided by the teachers/supervisors on the trip. Sanctions might include loss of pass for certain activities, etc.

More serious breaches of rules will result in phone calls to parents/guardians with possible follow up action in the school after the trip.

Where necessary disciplinary meetings will be convened by the staff.

In the event of very serious and uncontrollable incidents students may be required to return home.

The costs in such an event will be charged to the parents/guardians.

This will be done after full communication with the parents/guardians.

The teachers accompanying the group reserve the right to amend any rule during the trip as necessary. Clear notice, will be given of any such changes, to the students.

## **PRACTICAL ADVICE**

Any student taking part on a trip should try their best to adhere to the following advice while on the trip:

- Try to find out as much as you can about your destination before you go.
- Do your best to help fellow students and teachers at all times.
- Do your best to ensure that all students are included in group activities at all times
- Do your best to be considerate of others at all times.
- During the trip, students may be given necessary and reasonable instructions about detailed matters like punctuality, behaviour etc. prompt and good natured compliance is essential.
- Please ensure your child has appropriate footwear to suit the needs of a particular field trip.

**This policy was ratified by the BOM on 24<sup>th</sup> October 2017 and will be reviewed in 2020.**

**Signed**

**Sr. Joan Watters ,Chairperson.**

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### **PERMISSION FORM:**

<b>Student Name:</b>	
<b>Class:</b>	

- ❖ I/We give permission for my son/daughter to participate in any school field trips during the academic year.
- ❖ I/We acknowledge that while representing St. Joseph's NS, my son/daughter are ambassadors for the school and must act accordingly.

(Note: students will be informed of the schedule for any trip that takes place and it is the responsibility of the parent to ensure that someone is present at the school to collect the students upon their return.)

<b>Signature of Parent/Guardian:</b>	
<b>Signature of Parent/Guardian:</b>	
<b>Date:</b>	

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## SCHOOL TRIP STUDENT CONTRACT

<b>Student Name:</b>		<b>Class:</b>
<b>Location of Trip:</b>		
<b>Organising Teacher:</b>		

### Agreement:

1. I agree to participate in and to make a commitment to the entire trip.
2. I have read the document, supplied by the leaders of the trip, listing the rules regarding the trip and agree to all of the rules included in that list.
3. I accept that any failure on my part to behave responsibly at all times to the teachers/ supervisors/instructors/tour guides, may lead to appropriate sanctions.
4. I am also aware that a possible sanction for what is deemed unacceptable behaviour could result in my being sent home from the trip after my parents/guardians have been informed.
5. I understand that failure to behave appropriately may have a bearing on my selection for future trips.

<b>Student Signature:</b>	
<b>Date:</b>	

