



POLICY FOR SCHOOL TRIPS

Moville Community College Post-Primary School

ETB schools are state, co-educational, multi-denominational schools underpinned by the core values of:

- Excellence in Education
 - Care
 - Equality
- Community
- Respect

Mission Statement

Moville Community College is a school where everybody is encouraged and expected to be the best that they can be.

Vision

Moville Community College is a second level school under the management of Donegal Education and Training Board. We provide a broad curriculum and a high quality education to learners in our community. We promote academic success and always recognise our students' achievements. Our staff, supported by parents, enable the students to develop the skills and attitudes necessary to become responsible young adults who contribute positively to society. We value mutual respect, tolerance and



positive relationships. We celebrate diversity and we seek to foster a sense of belonging. We include all students in our school and we aim to create a safe and supportive learning environment for all.

Note: this policy was produced with reference to Circular Letter M 20/04

Introduction

School trips have the potential to enrich students' learning, enhance the quality of the relationships among students and staff and deepen the students' educational experience. They should be organised in a manner that minimises the disruption to other aspects of school life. Trips may be broadly categorised as Curricular or Co-curricular.

Curricular Trips

- Are directly related to, but extend beyond, classroom learning and/or coursework.
- Enhance the learning process and facilitate students with different preferred learning styles.
- Have the potential to heighten students' interest in the curriculum

Co-curricular Trips

- While not directly related to classroom content they have the potential to contribute to engagement in the curriculum.
- May develop students' self awareness, motivation and independence.
- Contribute to the development of students' interpersonal skills, their ability to work effectively as part of a team and their potential leadership qualities.

Scope

This policy applies to all students, their parents/guardians and all members of staff.

Content

Almost all trips have the following in common:

The Organiser

- should consult with the Deputy Principal about organisation and timing of the proposed trip.
- should give as much notice as possible to relevant staff, students and parents.
- should plan the trip in such a way as disruption to the school timetable is minimised.



- has the right to refuse to allow a student to participate. This should happen only after consultation with the Principal.
- should inform students in advance about likely money/food/clothing requirements.
- normally the pick up/drop off point for all trips is the school unless parents have made a prior arrangement with the trip organiser.
- organise an information letter/permission slip for parents/guardians where this is deemed necessary.

Students

- school rules apply to all participants in a school trip. Organiser may put in place other rules as appropriate.
- school uniform is expected to be worn unless directed otherwise by the trip organiser.
- where students have missed out on lessons as a result of participating in a trip it is their responsibility to catch up on classwork/homework.

Parents

- where a trip departs/arrives back outside school hours it is the parents' responsibility to bring/collect the student at the designated time.
- must attend an information evening where such a meeting is organised.
- must inform the organiser, in advance, of any medical issues relating to their son/daughter.

Specific Types of School Trip

Foreign School Trip

As this is a major undertaking the organiser will begin planning well in advance of the proposed trip. The organiser will advertise the trip to the relevant students and arrange for the collection of money to cover the cost of the trip. It is normal that a non-refundable deposit must be paid to secure a place. Additional rules/sanctions may apply to such a trip and these will be communicated to students and their parents/guardians at an information evening.

Curricular and Careers Trips

These are usually directly related to a curriculum subject and enhance classroom learning.

Class Trips



These are usually organised by the class tutor and are often aimed at encouraging a sense of belonging, developing stronger relationships and having fun together.

Extra-curricular Trips including school sports teams, quizzes, etc.

It is an honour for a student to be selected to represent the school. These students are role models and how they conduct themselves should reflect this fact. The organising teacher is giving freely of their time to ensure that this important aspect of education is central in our school.

TY, LCA & JCSP Trips

The Transition Year, Leaving Certificate Applied and Junior Certificate Schools Programme are key elements of our school curriculum. Educational trips are central to these programmes and are organised by subject teachers and class tutors.

Special Needs Trips

Trips form an important part of our Special Needs curriculum and are organised by Special Needs teachers and assistants.

Review & Evaluation

This policy should be reviewed by the Board of Management annually.