

Procedures for School Trips

The procedures for school trips are detailed on the school network in the EOTC folder kept in Groups/Admin/EOTC. The Trip Form is an essential document for all trips. The Activities and Trip Collection Form is essential for any trip involving a trip fee and is available from the Payment Centre.

1. Optional activities that involve students in trips away from the school are:
 - Subject trips integral to the national curriculum or related to a specific topic being studied by a class.
 - Cultural visits to musical, dramatic, film and other type performances.
 - Individual and small group activities that may or may not be supervised, eg. carrying out surveys, filming, photography or sketching, studying buildings or landforms etc.
 - Performance activities by school groups that take place at school or at other locations.
 - Social functions held at school or away from school also involve trip procedures. Examples of social functions held at school are: year level discos or dances. Examples of social functions held away from the school are: The Senior Formal and Graduation.
 - Trips to regional or national events for individuals or groups i.e. sports. All of these optional activities require permission slips and RAMS forms as per EOTC checklist.

2. Approval must be granted by SLT for all trips to proceed and information filed. This covers most activities outside the classroom and all outside the school and all outside school hours. Planning and discussion of such things as staff:student ratio, finance with relevant staff is essential.

3. The Trip Form must be completed correctly, including :
 - details of parental consent
 - names for attendance checking
 - times and contact telephone numbers
 - financial contribution from parents
 - transport
 - staffing and relief required
 - medical arrangements, safety and risk management
 - Forms must be given to SLT person in charge of the trip 5 days prior to departure

4. Staff organising school trips are fully responsible for the health and safety of all students taking part from the time the group leaves school until its return.
5. While on a school trip all school rules and the authority of the staff over the students are in place, except where variation may be appropriate eg. times, uniform. Where more than one staff member is on the trip one must be designated as in charge and therefore responsible for making decisions.
6. Correct school uniform is worn on all trips around the city, on visits to other schools and where the school is performing in public. Groups must be given instructions about uniform requirements as part of the pre-trip briefings. On field trips, outdoor education and similar trips uniform would be inappropriate.
7. Discipline problems should be dealt with on the spot. The staff in charge must make the decision on what is an appropriate way to deal with the particular case. Students can be returned home if the discipline problem is serious enough. In this case the parents must be informed and a full written report supplied to the Head of School and SLT as soon as possible on return.
8. Care needs to be taken with functions in private homes. Parental permission should always be sought and a staff member should be present. If videos are to be shown the Censor classification must be appropriate for the group. Normal school rules concerning smoking and alcohol are to be observed.