



Griffeen Community College

Trips Policy

'Learn with Pride and Progress with Confidence'

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Policy Statement

This Trips Policy aims to provide an array of educational experiences and development opportunities for students in accordance with our Mission Statement.

Within our holistic approach to education, we see the provision of a wide range of trips as being vital to allowing our students to access as broad a range of experiences as possible. These activities form an essential part of the school's objective of enhancing the full development of the student. They supplement and compliment in-school learning and provide opportunities for students to broaden their horizons in ways that would not be possible within the confines of the structured curriculum alone.

Introduction

It is school policy to organise outings for the benefit of students when this is deemed appropriate by the teaching staff, in consultation with the Principal and Deputy Principal. Griffeen Community College recognises the benefits of outings to compliment normal school work for educational or sporting purposes.

Griffeen Community College provides a range of co-curricular and extra-curricular activities which compliment the academic work of the school. In line with the school ethos, these activities assist the growth and development of the whole person. To facilitate these activities, certain outings and activities are organised which will necessitate students travelling outside the school in groups and on occasion, staying overnight at other locations. These outings require the presence of staff members as supervisors. To a large extent, teachers make themselves available to accompany and supervise outings/activities on a voluntary basis.

Any staff wishing to organise school trips, should read this policy in conjunction with other relevant school policies ratified by the BOM. This policy should also be read in conjunction with IPB's 'Step by Step Guide for Managing Risks on Educational Trips'. When travelling abroad students must also bring their valid E111 card with them.

The length of trips may vary from a short local visit, to a long trip involving staying away for several days. Some trips/activities are organised as part of the course to be followed in a curricular subject area and are therefore deemed a core requirement. Other outings and trips are additional to the curriculum and are not deemed a core activity.

The Griffeen CC Code of Behaviour Policy applies to all students participating in any school related activity which includes, national and international trips, outings and extracurricular activities.

It should be noted that outings and tours are a privilege, reserved for students who meet minimum standards of behaviour while at school.

The Principal reserves the right to cancel any school trip at any time.

The following should be considered by Parents/Guardians before giving permission for their child to take part in day trips or before applying for their child to participate in an overnight trip:

Does your child have:

- *A positive behaviour record that conforms to the school's Code of Behaviour*
- *A proven track record for following teacher instructions*
- *A proven attendance and punctuality history*
- *A demonstrated commitment to positive class participation*
- *A demonstrated willingness to engage in class activities*
- *We emphasise that maintaining open and regular channels of communication between the school and parents is of paramount importance as it facilitates students' progress and overall development.*

Finally, please note:

We emphasise that maintaining open and regular channels of communication between the parent/guardian and the school is of paramount importance as it facilitates students' progress and overall development. Therefore, parents/guardians must be contactable at all times, and they must ensure that they keep their contact details up-to-date with the school.

Students who do not meet minimum standards of behaviour, as decided by the Principal, may be refused permission to participate in a school outing. The Principal reserves the right to withdraw permission for a student to participate in a school trip if the health & safety of the student, other students, or teachers is at risk.

All school rules and all school policies apply while on school trips. In particular, parents/guardians and students should be aware that permission to travel on a school related activity is conditional on strict adherence to the Code of Behaviour. All students selected for sports teams and who travel as part of a class group represent Griffeen Community College. The highest standards of behaviour and conduct are expected as a matter of course. At all times the school Code of Behaviour applies. Familiarity with the COB is expected and it may be found in full version on the school website or in summary form in the School Journal.

Learning and Teaching

Learning and teaching in accordance with the normal school timetable takes priority when trips are being planned. The following must be taken into consideration when planning trips:

- There is a responsibility on students to ensure that they catch up on missed time from timetabled classes.

- School/homework must be completed for classes that were missed due to trips/tours. The number of trips that students undertake will be monitored to ensure that individual students are not missing too much time.
- Students must take responsibility to inform teachers that they will be absent for class time, tests or exams.
- Teachers **MUST** leave sufficient work that will engage students for a one hour or a 40-minute lesson, as appropriate.
- Teachers covering lessons for absent colleagues may not be familiar with the requirements of the subject, therefore students must be set work that is achievable, differentiated and suitable for working on independently.

Policy Goals

This policy aims:

- To ensure a consistent approach to the planning and implementation of School Trips/Tours in Griffeen CC.
- To provide the school community with a clear understanding of the role of school trips and tours in the school, their link with extracurricular activities, their link with the school curriculum.
- To enable students to take full advantage of school trips and tours with a view to achieving a well-rounded education.
- To encourage parents/guardians to take an interest and to share in their child's potential development through support of school trips and tours.
- To provide teachers with guidelines which help them to successfully implement school trips and tours in the school.
 - Teach meet
 - Presentation
 - Standardised consent form
 - Steps for trips

Day Trips Procedures and Planning

General Procedures

Individual teachers may organise out of school activities following consultation with, and at the discretion of, the School Leadership Team (SLT). Every care should be taken when planning out of school activities, trips or tours. Where practicable, the student group should be involved in the preparation of the trip.

The school, on behalf of Dublin and Dun Laoghaire ETB, take every measure to ensure the safety of students at all times. Therefore, the following procedures should be adhered to when teachers are accompanying students on school activities outside of the school grounds.

Planning Trips

Risk assessment

At least two weeks in advance, the lead teacher organising a trip will discuss the trip with the Deputy Principal. A school trip/out of school activity form will then need to be completed and forwarded by email ([Appendix 2](#)). Completion of this form does not guarantee that the trip will go ahead. The school activity form will include:

- a) The date.
- b) The destination.
- c) Costs.
- d) The times of departure from school and return to school.
- e) The year group of students who will be away from class for the planned time.
- f) The number of students involved.
- g) Any students that will need specific accommodations during the trip, e.g. wheelchair access.
- h) Any specific members of staff that need to travel.

Costs to the student should be made clear to the students and their parent/guardian well in advance of the activity. Clear deadlines for payment must be outlined. Failure to meet these deadlines may result in the student foregoing permission to take part.

The organising teacher will decide, in consultation with the Deputy Principal, how many staff members are required for supervision. The ratio of teachers to pupils should reflect and be appropriate to the level of risk of the activity and the make-up of the group involved. Consideration will be given to the need for an SNA to be present on a trip when needed. As far as is practicable, when groups of mixed gender students are away from the school on activities, a combination of male and female members of staff will accompany the group.

The organising teacher should create a group on vsware of students taking part in the trip. This will make communication with parents/guardians more convenient. It will also allow registers to be taken more easily.

The organising teacher must inform all other staff that the trip is taking place with details of times and students involved.

Booking buses

A booking form must be completed in consultation with the Clerical Officer at least 2 weeks in advance of the trip. In exceptional cases, 2 weeks' notice may not be possible. In these cases, the possibility of proceeding with the booking must be discussed with the Clerical Officer. (See [Appendix 2a](#))

In all cases, it is the organising teacher's responsibility to ensure, prior to the day of the trip, that the booking has been confirmed and that there are no difficulties in securing appropriate transport.

While every effort will be made to adhere to arranged times for trips there may be instances where times cannot be guaranteed, for example, where circumstances arise which are outside the control of staff involved. Where it has not been possible to secure a bus booking, the students and parents will be informed via the school App of any alternative arrangements that have been made, or that the trip has been cancelled as soon as is reasonable possible.

It is the responsibility of the organising teacher to ensure they ask the bus driver for his/her contact number. This allows for better communication in the arrangement of a rendezvous point.

The following information must be supplied to the Clerical Officer:

- a) The date.
- b) The destination.
- c) The time of departure from school.
- d) The time of pick up from the trip destination.
- e) The number of students travelling.
- f) The number of staff travelling.
- g) Any students that will need specific accommodations during the trip e.g. wheelchair access.

Garda Vetting for Parents/Guardians

Parents/guardians are invited to indicate to the Principal if they are willing to help out with supervision of school trips or tours. Parents/Guardians volunteering to help with supervision will be required to hold Garda Vetting. Steps will be taken to facilitate the Garda Vetting process and ETB approval, both of which must be confirmed in advance of any parent/guardian's participation.

Trips during School Hours

While the majority of trips will take place during school hours, there may be some which begin or end outside of the normal school day. Students and their parent/guardian will be made aware of these out of hours' times via the permission slip.

When planning trips, teachers will be required to use an MS form to collect permissions. The template in appendix 3 can be duplicated to suit the needs of the trip. A duplicate link to the MS Form is available at this link: [MS Form Permission](#)

The Permission forms will be sent electronically via VSMail and will also be linked on the school website. Parents are expected to fill the MS Form prior to the day of the trip.

All returned permissions will be kept on file. ([See Appendix 3](#))

The organising teacher must:

- Set up a group on VShare to allow registration to take place while on the trip.
- Inform colleagues a minimum of 24 hours in advance that the trip will be taking place
- Call a registration before leaving for the trip
- Count the number of students present at time of departure as well as at time of return.
- Remind students of the expectations before departing on the trip.

Permission

It is the responsibility of the Parent/Guardian to familiarise themselves with the details of the planned trip. These details will be outlined in the permission slip as provided by the organising teacher. Any queries can be made to the organising teacher via email.

The permission slip will include a minimum of the following details for the parent/guardian/student:

- Date of trip
- Time of departure
- Estimated time of arrival back in the school
- Cost to parent/guardian if applicable
- Recommended clothing and footwear
- Lunch arrangements
- A declaration for the parent to complete information should the student have a medical condition which may require special arrangements for the duration of the trip.
- A reminder that:
 - the schools Code of Behaviour and associated policies apply when students are on a school trip.
 - parents/guardians must be contactable at all times for the duration of the trip.

- in line with the Code of Behaviour, parents/guardians may not contact students via the students' mobile phone. Similarly, students may not use their mobile phone to contact parents/guardians and may only contact the parent/guardian under the supervision of the organising teacher.
- in exceptional circumstances where the teacher needs to contact parents during the trip using their own phone, the Caller ID will be blocked. Parents must be prepared to accept these 'unknown' calls when their child is on a school trip.

For certain trips, the permission slip may contain the following information:

- A number for the school mobile phone on which the lead teacher can be contacted. The organising teacher must charge and test the mobile phone well in advance of the planned activity to make sure that it is fully functional.
- Information that students are being given free time during the trips. For example, certain trips may facilitate shopping or recreation which may not be directly supervised.
- In *very exceptional cases* it may be necessary to seek consent for an individual student to join or leave a school group at a location other than the school grounds.

Student Rules for School Trips

Note: ****These may vary depending on the type of excursion****

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.

Rules

1. The Code of Behaviour applies under all circumstances.
2. Students are expected to wear full uniform unless told otherwise by the organising teacher. All students should note that while on a school trip they are ambassadors for the school and should behave accordingly.
3. Students are to remain with their defined group at all times.
4. Students are expected to treat staff members/supervisors/instructor's/tour guides/other students with respect at all times.
5. All students are expected to turn up on time for all roll calls while on trips and tours.
6. Students are expected to take responsibility for catching up on any work missed while they are on a school trip. They must ask all teachers for work in the subjects that they will miss that day.

Parent/Guardian Availability

- For the duration of the trip, Parents/Guardians must be contactable at all times.

For trips taking place outside normal school hours, this includes the times:

- Leading up to the departure of the trip
 - For the full duration of the trip
 - At the expected time of return from the trip
- Parents/Guardians must also be prepared to make themselves available at the time of return from the trip so as to accommodate for the following possibilities:
 - Delays that occur as a result of circumstances outside the control of the school
 - Issues arising from poor behaviour of their child whilst in transit
 - Incidents that may have occurred related to their child throughout the trip
 - For serious breaches of behaviour during the trip, it will be necessary to phone the parent/guardian with follow up action in the school after the trip.
 - Or medical condition
 - In the event of very serious incidents, students may be required to return home. A Parent/Guardian may therefore be required to collect the student in person. Any cost incurred will be at the expense of the parent/guardian. This also applies to international trips.
 - The decision to ask a student to return home will be made by the principal in consultation with the parent/guardian.

Health and Safety

Health and safety of students and supervisors is our main priority when organising and taking part in a school trip or tour. Teachers taking any trip will exercise due care, common sense and judgement when issues of health and safety arise.

Parents/guardians must notify the organising teacher in the case of students who have:

- Additional Education needs
- A medical condition
- Prescribed medication that must be taken by the student during the trip.

In case of an accident:

- Staff will normally apply basic first aid only.
- Expert medical attention will be sought should this be thought necessary.
- On return from, or during any trip, staff may advise a parent/guardian to seek medical advice for their child.
- An accident report will be submitted to the principal who will forward to the insurance company as soon as feasibly possible following the accident.
- Separate insurance policies are purchased when abroad as part of the package.

At all times our child protection procedures will be followed by mandated persons.

At all times the anti-bullying policy will apply.

Supervision

Members of staff and/or parents/guardians who have been Garda vetted will generally supervise students for the duration of out of school excursions.

The number of supervisors which will accompany a group will be influenced by a number of factors, including:

- The number of students travelling.
- Any special arrangements that need to be made for an individual student, e.g. AEN, Medical, Physical etc.
- The age of the students.
- The location of the trip.
- Additional supervision which may be provided at the trip destination.
- If the group will be dividing into smaller groups, each requiring supervision.
- The type of transport used.

Griffen Community College expects that all students travelling on an extended tour will display a level of maturity commensurate with their age. Students on trips which involve an overnight stay in Ireland or abroad will not be supervised on a 24-hour basis. All extended school tours will involve periods of time without direct supervision. Parents/guardians who are concerned that such a level of supervision is inappropriate, should not permit their child to take part in the trip.

Residential Trips – National & International

In general, overnight trips/tours occur in addition to the normal academic and extra-curricular programmes of Griffen Community College. There is normally an additional charge which will be paid by the parent/guardian.

Members of staff, who wish to take students on an overnight or overseas trip, must submit their request for approval to the Principal. The Principal must receive approval from head office for all foreign trips. Following this each staff member must apply for approval to travel abroad. Trip organisers should ensure that their proposed dates and/or cohort of students are not in conflict with any other trips already underway. Included in the proposal for a residential trip, should be the rationale and educational or wellbeing benefits that the students will derive from the trip.

Before residential visits within Ireland or when pupils travel abroad, parents/guardians will be invited into school to attend a briefing meeting. It is the duty and responsibility of the organising teacher to arrange a 'Parents Night' for the parents/guardians of those students travelling with the school.

Failure to attend this meeting will result in a withdrawal of the offer of a place on the trip.

For trips abroad, a contract will exist between the parent/guardian and the tour company. Any change to this contract will be a matter for the parent/guardian and the tour company and is not the responsibility of the school. At all times the itinerary is provisional.

Students who withdraw from a trip after a deposit, or full monies has been paid, may not be entitled to a refund. Similarly, a student who is prevented from travelling for disciplinary or safety reasons will not be entitled to a refund. All refunds will be at the discretion of the tour company.

Expression of Interest

For trips that require an overnight stay or travel abroad, Parents/guardians will be required to complete an expression of interest application in advance. This expression of interest application does not constitute a guarantee of a place on the trip.

The 'Expression of Interest' form must be returned by the date outlined. Failure to meet this deadline may disqualify the applicant from taking part in the trip.

Documentation issued to successful applicants

Once sufficient interest has been established and the minimum requirement of students has been met, the organising teacher will be able to offer places. Accompanying the 'Offer of Place' letter should be a cover letter explaining any visa/passport requirements. This documentation pack should also contain a draft itinerary, a payment plan and deadline for payment of a **non-refundable** deposit. It is at this stage that the organiser must also issue 'Parental Consent & Terms and Conditions' forms. The code for payment of deposits will not be released until a completed parental consent form is returned to the organising teacher. The code for payment must not be passed onto any third party. ***This will result in withdrawal of a place on the trip for all parties involved.***

Communication

The organising teacher should create a group on vshare of students taking part in the trip. This will make communication with parents/guardians more convenient. It will also allow registers to be taken more easily.

The organising teacher must inform all other staff that the trip is taking place with details of times and students involved.

Parent/Guardian Responsibility for Residential Trips

It is the responsibility of Parents/Guardians in conjunction with students to ensure that all documents necessary for travel abroad e.g. passport, identity card etc., are up to date and in order. Griffeen Community College will not take responsibility for a student whose personal documentation is not in order and who is prevented from travelling abroad as a result.

Parents/guardians will receive a written overview/itinerary of overnight trips during the organisation period. The Parent/Guardian must familiarise themselves with the itinerary and give written consent to their child taking part on the trip within the stated deadlines. It will be the responsibility of parent/guardian to ensure that the organiser of a trip is aware of any special needs, medical or dietary issues. This information must be supplied along with the information given on the permission slip, with updates being provided in a timely manner.

For international trips, payments will be made through the tour company and not through the school. Parents should retain proof of payment. The method of payment will depend on the tour operator selected by the organising teacher.

The member of staff organising the trip/activity will need to complete the Checklist. before the trip/activity can take place. (See [Appendix 1](#))

Student Responsibility on Residential Trips

Students of Griffeen Community College are expected to observe the Code of Behaviour at all times while travelling on overnight and overseas trips, to or from an activity and for the whole duration of tours. Students are ambassadors for their school.

Students must be punctual for all busses and rendezvous points. This is particularly important while abroad and while travelling or transitioning through airports. Students are expected to behave in a polite manner toward supervising staff and any tour guides or activity organisers. Students are expected to take direction and follow instruction from all staff members and those in a position of leadership while on tour.

Students are expected to look out for each other while travelling and always travel in pairs or groups.

Students are required to always look after their own property while travelling with the school. The school or the tour company will not be held responsible for any lost property. Students must pay particular attention carrying their money and travel documents responsibly.

Students must abide by set curfew at all times. Students are not permitted out of their rooms after curfew for any reason. Failure to abide by set curfew will be considered a serious breach of the college code of behaviour and will result in appropriate measures and sanctions being taken. Under no circumstances may a student leave the hotel/hostel/B&B unauthorised at any time. Unauthorised excursions will result in serious disciplinary action being taken by supervising staff.

While travelling abroad with the school, alcohol consumptions or illegal substance consumption is banned under all circumstances, regardless of the legal age for consumption of alcohol and or legality of the substances in the destination country or in Ireland.

A student may be sent home, at their parent's/guardian's expense if this step is deemed warranted as a result of the conduct of the student.

Passports

- Passports will be required for all foreign trips. It is the responsibility of the parent/guardian to ensure that the passport is valid and up to date. Any expense incurred due to expired or lost passports are the responsibility of the parent/guardian.
- A photocopy of the passport must be supplied with the expression of Interest Form.
- It is the parent/guardian's responsibility to ensure that the passport remains in date for a period of 6 months after the trip.
- Photocopies of passports should be securely stored, and paper copies should be securely shredded on return from the trip as per GDPR guidelines.

Medical consent

- Medical consent will form part of the parental/guardian consent form for foreign and residential trips.
- In the event of a student suffering an injury or requiring medical attention reasonable attempt will be made to contact the parents/guardians.
- A member of staff will accompany that student to the medical centre.
- The remaining staff will accompany the rest of the group.

- A staff member will attempt to contact the parent/guardian.

Visas

If your child requires a visa, it is the responsibility of the Parent/Guardian to ensure that this is in order.

Any loss incurred due to a lack of visa is a matter for the Parent/Guardian.

Checklist for Participation In School Trips And Tours

To be permitted to take part in any school trip or tour, the student must have demonstrated an attitude of co-operation in all areas of school life.

- ✓ The student must have demonstrated an adherence to the school Code of Behaviour.
- ✓ Parental/guardian consent form must be signed prior to departure.
- ✓ Payment of trip fee where applicable, must be made within the deadline set by the school or tour company. Where applicable, any return of deposits etc., is a matter that lies between the parent and the tour company. The return of deposits is not a concern of the school.
- ✓ Students must have the E111.
- ✓ Trips being booked will include insurance organised by the company.
- ✓ All documentation must be in place, valid and up to date.
- ✓ For foreign trips, students will be made aware of any legal and/or cultural differences that impact on expected behaviour in the destination country. Students are therefore expected to behave in accordance with these legal and cultural differences and the legal/cultural requirements/expectations within the foreign country as well as those expected when in Ireland.

Rules for GCC Overnight Trips/Tours

Note: ****These may vary depending on the type of excursion****

1. All school rules apply as per the Code of Behaviour.
2. Students participating in foreign trips must ensure that they continue to submit course work due on time.
3. Students are to remain with the group during the day and evening unless authorised by the teachers
4. All junior students while on overnight and international trips will be required to hand over their digital device at nighttime. Devices will be placed in a secure location.
5. All students are expected to meet at the agreed times and locations throughout the trip.

6. Students are expected to attend all set meals unless permission given by a teacher.
7. Any accommodation being used, hotel rooms/apartments/ hostels etc., are to be kept clean and tidy at all times. Failure to do so may result in sanctions.
8. Students are expected to comply with set bed times and lights out times.
9. Students are not permitted to enter the rooms of other students while on the trip.
10. Students are expected to treat teachers/SNAs/supervisors/instructors/tour guides etc., with respect at all times

Free Time

- i. During foreign trips it is common for students to be given some 'free time'. During such time, students should always remain in groups with other students from GCC (minimum of 3).
- ii. Under no circumstances should any student be on their own while on a trip.
- iii. During 'free time' students are expected to treat their surroundings with the utmost respect and are also expected to adhere to all rules laid out in this policy.

First Aid

Where it is necessary to take a first aid kit on a trip the organising teacher should make sure the following are fully stocked and in working order at least 24 hours before departure. They should also ensure that it is returned to the agreed storage after the trip.

- The school First Aid box for dealing with minor injuries.

Prior to departure the organising teacher must:

- Identify staff members qualified in First Aid
- Review the parent medical questionnaire, take note and make all staff aware of any students with medical conditions
- Ensure and arrange with accompanying staff (teachers/SNA's) close supervision of students that are known to be at a higher health risk than normal.
- In the event of an accident, an accident report form must be completed by the teacher who witnessed/to whom the incident was reported, immediately on return to the school.
- When relevant, distribute the contact number to students/parents and to all teachers taking part in a trip/tour
- If particular dress/equipment is needed this must be stated on the permission slip.

- The final decision regarding members of staff participating in the trip will be made by the Principal/Deputy Principal. If possible, preference should be given to staff members with relevant experience and skills. If there is inadequate availability of staff the trip will be cancelled.

Trip location health and safety

Good knowledge of the trip/tour destination (venue) from a health and safety perspective should have taken place. A risk assessment will need to be carried out prior to the trip to assess:

- The adequacy of any equipment being supplied for an activity
- Provision of supervisors at the location
- The health and safety qualifications of any outside supervisors of an activity
- The location of and distance to, the nearest hospital
- The availability of a local doctor
- Emergency evacuation procedures for indoor activities on location

Child Protection

Many trips/tours involve locations and people external to the school premises/community. There is an additional onus on the school personnel to ensure that good practice prevails at all times.

Areas to note include:

- Being aware of the personnel working with the students.
- The adequacy/qualifications of those supervising
- Students being aware of reporting mechanisms
- A sense of cooperation and trust has been emphasised between teachers and students participating in the trips/tours

Declaration

This policy was formed following consultation with all staff, members of the Board of Management, Parents and the Student Council. It is recommended that this policy be reviewed every three years or whenever it is deemed necessary by School Management. It was adopted by the Board of Management of Griffeen Community College on:

Signed: _____

Date: _____

Chairperson of the Board of Management

Signed: _____

Date: _____

Board Secretary & School Principal

Appendix 1

Checklist trips/ School Tours

	Proposed trip has been discussed and approved by the Deputy Principal and where necessary the Principal prior to students and Parents/Guardians being informed.	
	The organising teacher has booked all transportation	
	The organising teacher has booked all accommodation	
	Parents have been informed in writing of the proposed trip.	
	The purpose of the trip	
	The itinerary and duration of the trip	
	The cost along with the schedule and method of payment	
	A list of items to be brought by each student on the trip	
	The rules of behaviour to be observed	
	Details of insurance and indemnity	
	A consent form for parents/guardians to sign permitting their child to participate on the trip, details of medical conditions and any medication their child takes, and confirmation that they will check that all items in their child's possession meet with the criteria necessary for the trip and adhere to Griffeen Community Colleges Code of Behaviour.	
	Parents have provided all requested/required documentation for their child.	
	The signed permission of parents/guardians for the participation of any student in any school tour/activity has been received.	
	The organising teacher has contact numbers for all students' Guardians/Parents. This can be found through vsware.	
	A check has been made prior to the day of the trip that the transport has been secured.	
	A check has been made prior to the day of the trip that the accommodation has been secured.	

	The organising teacher has devised a supervision rota for all attending personnel.	
	A list of all students attending has been distributed to staff by the organising teacher.	
	A group has been created on VSware for attendance on the trip	
	The attendance has been called at the time of departure.	
	The number of students on the bus at time of departure has been confirmed.	
	The attendance has been called at time of return	
	The number of students on the bus at time of return has been confirmed.	

Appendix 2

Trip Proposal Form



Please Submit This Form To The Deputy Principal At Least 14 Days Prior To Any Trips Taking Place

Organising Teacher:	
Proposed Date of Trip:	
Students (Group/Class/Year Group Involved)	
Time of departure:	Time of return:
Number of Students:	
Number of Adults:	
SNA requirement:	

Proposed itinerary (daily if required)

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Aims and objectives of the trip/tour

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Breakdown of the various costs associated with the trip/tour:

Cost per student:	
Bus cost (if extra):	
Special Funding:	
School Contribution:	
Total cost:	

Supervision levels required for the trip/tour: _____

Names of staff who will take part:

I will update the Deputy Principal and the Clerical officer should there be any changes to the trip:

Organising Teacher:

Signature: _____

Date submitted:

Appendix 2a



Bus Booking Form

Teacher in charge	
Year Group	
Destination/Event	
Date and Time depart GCC	
Date and Time depart Venue	
Number of Students	
Number of Staff	
Name of Bus Company	
Total Student Contribution	
Cost of Bus	

PLEASE GIVE BOOKING FORM TO MEGAN AT LEAST 10 DAYS BEFORE ACTIVITY

OFFICE USE

Signed _____: Principal or Deputy Principal

Guidelines

Health & Safety- Please verify when booking the bus that it is wheelchair accessible, is equipped with seat belts and the driver is fully insured.

Appendix 3

MS Permission Form Template

When planning trips, teachers will be required to use an MS form to collect permissions. The following template can be duplicated to suit the needs of the trip. A duplicate link is available at this link: [MS Form Permission](#)

The Permission forms will be sent electronically via VSMail and will also be linked on the school website. Parents are expected to fill the MS Form prior to the day of the trip.

All returned permissions will be kept on file.

Name of trip:

Description:

Date:

Transport:

Students will travel on private/public bus/walk

Departure: Students will depart for the trip at:

End: Students will return to school at:

Expectations:

All students must wear their school uniform, school jacket, and be mindful of the GCC **Code of Behaviour** as they will be ambassadors of the school for the duration of the trip.

As outlined in the schools Code of Behaviour, students **may not use their mobile phone to contact parents. Parents must not contact their child on the child's mobile phone.**

All students must:

Arrive in school on time for **tutorial at 8:08.**

Bring their school **journal, iPad and Books.**

Wear the full **school uniform, black shoes and school jacket**

Bring lunch (recommended) or money to purchase lunch on site.

If your child will not be taking part in the trip please notify the school in advance of the trip via email to the organising teacher at:

* Required

1. Student Last name

2. Student First Name

3. I give my child permission to take part on the school trip

yes

No

4. My child has a medical condition/allergy *

Yes

No

5. If yes, please state the name/symptoms of the condition as well as any medication that needs to be taken.

6. Parent/ Guardian Full name and phone number

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