



LORETO SECONDARY SCHOOL, CLONMEL

Procedures for Class/Year Group Day Trips

- Ensure that any letters and forms relating to the visit are safely delivered from school to home and vice versa.
- Students with Formal Complaints must write to Principal for permission to participate on the trip. This permission is at the discretion of the Principal.
- Students must comply with the school rules, the Code of Behaviour and Health and Safety Regulations as outlined in the Student Journal.
- Comply with staff instructions and with the instruction of those in authority in the locations visited.
- Comply with all instruction from transport personnel.
- Take responsibility for personal belongings including money.
- Inform staff of any threats or dangers encountered or received.
- Inform staff of any necessary medical or dietary requirements.
- Behave sensibly and responsibly not taking any unnecessary risks
- Ensure that they are never isolated from the group, in the interests of personal safety.
- Bring snacks, drinks, lunch etc. as stopping at a shop can never be guaranteed.
- Wear school uniform or PE uniform as directed by staff organising the trip.
- There will be no stops on either the outward or the return trip to drop students at a venue other the school (i.e. all students must be dropped and collected from the school at the start and the end of the trip).

Mary Ryan

16th February 2022

Signed:

Ms Mary Ryan, Chairperson of Board of Management

Date:

Sarah Rice

Signed:

Ms Sarah Rice, Acting Principal-Secretary to the Board of Management

Date:

16th February 2022