



# *Scoil Phobail Beal Atha h-Amhnais*

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## **BALLYHAUNIS COMMUNITY SCHOOL**

David McDonagh *Principal*  
Orla Macken *Deputy Principal*  
Patrick McGarry *Deputy Principal*

### **Ballyhaunis Community School – School Tours & Extra-Curricular Activities Policy**

Ballyhaunis Community School provides opportunities for students to avail of various out-of-school trips. Such trips may include sports events, cultural visits (museum, cinema, theatre), educational field trips, outdoor education centres and school trips in Ireland or abroad. Management and staff recognise the benefits of such outings to complement regular school learning and activities. Managing students on such trips places huge responsibility on the supervising teachers.

School trips, outings and tours are a privilege for students who comply with the school's Code of Behaviour.

The following general rules will apply:

- Students who do not meet minimum standards of behaviour, as decided by the management, may be refused permission to participate in a school outing. The school reserves the right to disallow a student from participation in a school trip if the health and safety of the student or other students or teachers is at risk. Therefore, if a student has shown a poor attitude to the Code of Behaviour or has refused to co-operate with an investigation into breaches of discipline he or she will not be considered.
- Any student who has committed a serious misdemeanour prior to departure date, notwithstanding that he/she may have paid in full for his/her ticket will not be allowed to travel. Any money paid by such a student will be forfeited.
- On outings, students are expected to represent the school in an exemplary manner and show courtesy and respect to school staff and any other staff they come into contact with.
- On day trips, full school uniform must be worn by students unless otherwise informed.
- The school Code of Behaviour applies in all circumstances on school tour/trips, including the rules in relation to smoking, vaping and the use of drink/drugs, all of which are totally forbidden.
- The decision about the interpretation of these conditions will rest with the principal in consultation with the organising teacher and the supervising teachers. Parents and students should be aware that the permission to travel on a school-related activity is conditional on strict adherence to the Code of Behaviour. This applies to all school events either during the school day or outside the school day.

- Where a signed consent form is required from a Parent/Guardian, students will not be allowed travel without it.
- In the event of the demand for places on a trip exceeding the number of places available, then the places will be allocated by lottery conducted by supervising teachers and school management.
- For trips overseas, parents/guardians must attend a pre-tour information evening.
- It is recommended that all students travelling abroad should be in possession of a valid European Health Insurance Card (EHIC – formerly known as the E111 form).

Signed: \_\_\_\_\_  
Principal / Supervising teacher

Signed: \_\_\_\_\_  
Parent / Guardian

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_