St. Paul's Secondary School

OUGHTERARD, CO. GALWAY H91 PT86

Tel: (091) 552689 **Email:** admin@stpaulsoughterard.ie

St. Paul's Secondary School

OUT-OF- SCHOOL ACTIVITIES POLICY

1. MISSION STATEMENT.

2. AIM OF OUT-OF- SCHOOL ACTIVITIES.

It is the aim of our School to offer students in St. Paul's the opportunity to participate in out-of-school activities. In line with the holistic approach of our school ethos, such activities contribute to the enhancement of students' self confidence, their development of life skills and attitudes that contribute to their overall experience of school life.

The policy as titled above relates to school trips/excursions/sporting activities that are sanctioned by the Principal and organised by members of Staff. It does not relate to excursions organised by the students of St. Paul's without the consent of the School authority.

3. DISCIPLINE.

- It is expected that all students adhere to school rules, while participating in any out-of-school activity or tour.
- In the event of serious misconduct, the group leader reserves the right to send a pupil home after informing parents. Costs are to be borne by parents/guardians.
- A student's behaviour and / attendance in school may determine his/her being allowed to participate in an out-of-school activity or a school tour.
- Teachers reserve the right to search bags/belongings, etc. while on tours, trips, games or any other out-of-school's activities.
- All Public Health Guidelines as they refer to secondary school students must be adhered to at all times in all out of school activities/tours/extracurricular activities/team sports/travel etc

The following guidelines are recommended for the organisation and implementation of out-of-school extra curricular activities.

Section 1.

TEAM GAMES

- It is strongly recommended that all students purchase 24-hour school insurance at the beginning of the school year. It is compulsory for any students participating on school teams/attending school events to purchase 24 – hour school insurance at the beginning of the school year
- At least two teachers or one teacher and one adult are to accompany students on excursions.
- A female and male teacher and/or adult must accompany mixed groups.
- Pupils are to inform group leader of any pre-existing medical conditions.
- All pupils are expected to contribute to the cost of transportation where asked.
- On the return journey from matches/excursions students will be dropped back to school. Students will not be dropped in the town of Oughterard. Parents are to collect students at the school gate.
- With prior parental consent students can be dropped off at certain points where it is safe to do so, e.g. Kinnevey's on the return journey
- When games take place in Oughterard GAA pitch/Rugby pitch students will walk directly to and from the pitch. Students must take care crossing the road and walking through the town. No student is permitted to enter any shop/premises without a teacher's prior permission.

Section 2.

SCHOOL TOURS ABROAD and OUT OF SCHOOL ACTIVITIES AT HOME

- Tours abroad are to be organised through Dept. of Education recognised tour groups as per Dept. of Education guidelines.
- A ratio of one travelling teacher per 8 travelling pupils is to be adhered to.
- Parental/Guardian consent is required for all students participating in all tours.
- All students are obliged to have a European Health Insurance Card or similar health insurance cover when participating in a school tour abroad.
- The decision of the tour leader regarding disciplinary matters while abroad or any school trips is final.
- The tour leader has the final say in relation to which students may or may not participate in the school tour / any out of school activity where discipline and/or Health and Safety are issues.
- The final decision re room groupings for overnight trips/tours rests with the Tour Leader whose decision is final. A student is not permitted to have a single room on his/her own. The exception to this is if a single room is necessary for medical and/ other exceptional reasons. This arrangement must be agreed in advance with School Management and the Tour Leader whose decision is final.
- Students are to be supervised until a reasonable hour at night time as the health and safety of staff and pupils takes precedence.

Section 3.

EXTRA CURRICULAR ACTIVITIES

- Extra curricular activities should have a relevance to the school curriculum.
- It is recommended that 3 teachers/adults accompany a bus of 50 students.
- Clearance is to be provided by the Principal.
- Buses are to be organised by the school secretary or group leader.
- In the event of returning to the school outside of school hours, students are obliged to organise their own transport home.
- School uniform is to be worn where necessary.
- Students must travel to school-related events/matches in transport organised by the school. Any other arrangement must be sanctioned by parents **and** the Principal.

Reviewed by the BoM on 14 September 2021

Signed: _____ Date: 14 Sept 2021

Larry O'Connor

Chairperson, Board of Management