

# Monaleen N.S.

## Policy on Travel



# Policy on Travel

## **Introductory Statement:**

This policy was drawn up as a revision of the Policy on Travel which has been in place in our school as part of our 'Mini Policies'.

## **Rationale:**

Children often go on school outings either in small groups or with their classes. It is necessary to clarify our procedures around how children travel to school outings.

## **Relationship to School Ethos:**

Monaleen N.S. is an inclusive school committed to the holistic education of all of our pupils. The health, safety and wellbeing of all our pupils and staff are of paramount importance.

## **Aims:**

- To ensure that children and adults conform to the procedures outlined in this policy in relation to the travel arrangements for school outings.
- To ensure the safety of all children and adults when taking part in school outings.

## **Internal School Procedures:**

The following are the guidelines for travel arrangements to school outings.

- Parents/guardians will be asked to sign a permission slip at the start of the academic year, giving the child permission to leave the school for authorized school related activities during the school year. This will cover a range of activities, e.g. visits to the church, trips to the GAA field, trips to other sports venues, trips to the local park, trips to the cinema, swimming etc. Communication about these trips will be through the school Apps, the homework journal and notes home.
- Parents/guardians may be asked to sign a separate permission slip for permission to attend school tours and other exceptional events.
- When children travel by bus, they must wear their seatbelts on all journeys. The teacher/driver must ensure that all seatbelts are fastened.
- When children travel by car, they must wear their seatbelts on all journeys. There must be a minimum of two persons travelling with the child.
- When children travel on foot, they are expected to follow the direction of the staff member in charge at all times. They must respect other users of the public footpaths and roads.

**Roles and Responsibilities:**

All staff members share in the co-ordination and implementation of this policy.

**Evaluation:**

This policy is reviewed on an ongoing basis.

**Implementation:**

This amended policy has been in place since April 2019.

**Communication with parents**

This policy will be published on the school website and promoted on the school App.

**IMPLEMENTATION AND REVIEW**

This policy will be ratified in May 2019 and implemented fully from May 2019. The policy will be reviewed on a two year cycle.

The school management team and the teachers will implement this policy.

The Board of Management ratified this policy on \_\_\_\_\_.

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**Chairperson**

**Principal**

**Date of Implementation:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_