



---

# Patrician Presentation Secondary School

---

Email: [ppssadmin@gmail.com](mailto:ppssadmin@gmail.com)

Telephone: (052) 6131572

Fax: (052) 6132939



*"Our mission is to encourage all pupils to reach their potential in a caring and Christian environment"*

## Excursions Policy

This policy applies to all ECA (Extra-Curricular Activities) both within the classroom and activities held outside the classroom setting.

### Policy Statement

The implementation of any Extra Curricular Policy will depend on the goodwill of the teachers, school partners and authorities and are undertaken on a voluntary basis.

- Management and staff recognise that Extra Curricular Activities (ECA) represent a valuable aspect of the learning process.
- ECA supplement and complement in-school learning and activities and provide opportunities for students to broaden their horizons.
- ECA provide individuals with opportunities to explore and develop their gifts and talents in other areas.
- Patrician Presentation Secondary School actively encourages all students to participate in extra-curricular activities to promote students' holistic development.
- Representing Patrician Presentation Secondary School as a team, group or individual in ECA should be considered an honour and students are expected to display commitment, pride and dedication to their chosen activity and their school.

### Promotion of extra-curricular activity in school

- The involvement of students in extra-curricular activities will enhance their holistic development. This is an opportunity for students of all levels to display their abilities in activities outside the curriculum.

- At Information Evenings, students will be made aware of all the extra-curricular activities available in the school and actively encouraged to participate.
- The staff of the school are committed to providing a wide variety of extra-curricular activities for students.
- These activities are available for all students to join which helps to promote positive wellbeing.

### **General Rules**

- Code of Behaviour applies at all times.
- A spirit of goodwill and cooperation should be encouraged.
- Students should enquire from their class teachers what work/tasks they have missed and arrange a submission date for this.
- Students are responsible for having appropriate equipment, footwear and change of clothes.
- Students are responsible for having any necessary medication etc with them.
- Students must wear full school uniform to all events unless instructed otherwise by the school.
- The utmost respect must be shown to the necessary extra-curricular activities organisers and to the property of others when taking part in extra-curricular activities.
- All trips/outside school activities & itinerary must be sanctioned by the Principal.

### **Health and Safety**

Health and safety of the students is paramount and due to the nature of extra-curricular activities this is even more important. While it is accepted that a certain amount of “scrapes and scratches” will occur the idea of the health & safety aspect would be to minimise the risk of injury.

- In the event of a student requiring immediate medical attention, the accompanying teacher should seek appropriate help and remain with the student until contact and arrangements have been made with parents/guardians.
- Strict adherence to any safety and health precautions associated with a particular activity is necessary.

### **Withdrawal**

- Where a student has been absent due to extra-curricular activities and subsequently fails to complete tasks assigned during class(es) they have missed, they may be referred to their Year Head. It is at the discretion of the Year Head, in consultation with parents, as to the procedure that will follow.
- Where a student, through their actions while taking part in extra-curricular activities, brings the school into disrepute it is deemed to be a breach of school's Code of Behaviour. A report is written by the teacher overseeing the excursion and the student will be referred to their Year Head.
- In such situations students may, alongside normal school sanctions, be withdrawn from extra-curricular activities at the discretion of the Year Head.
- In the absence of the Year Head the Principal/Deputy Principal will make this decision.

### **Involvement**

- Students who have not paid their insurance, may not participate in any trips or tours until such monies have been paid.
- The school recommends that parents consider the potential impact on academic standards if students take part in a wide range of activities.

### **Parental Consent**

Where the school feels appropriate, parents or guardians will be made fully aware of the activities

involved and request permission for the students' participation in the activity.

Any relevant information in relation to the activity will be included in correspondence.

Overnight/Extended Travel (excluding School Tours: See Foreign School Tour Policy)

- The schools overnight/extended travel events must be related to the educational mission of the school and be approved by the Principal.
- Following approval from the Principal, parents are contacted in relation to the nature of the trip.
- Parents will be required to cover any costs incurred by their son due to misbehaviour or damage.
- The trip leader must ensure that any consent forms are signed and returned to him/her.
- Appropriate notification to the staff must be given prior to the trip.
- For trips greater than 3 days, an informational meeting with parents and students may take place to discuss the itinerary.

### **Accompanying Staff**

- The ratio of students to teachers will depend on the nature and length of trip.
- Should the teacher responsible for the excursion require the contact details of a parent/guardian of a student, they should ring the office during school hours or the Deputy Principal after school hours for these contact details.

### **Child Protection**

Student safety will be in accordance with Child Protection Guidelines.