



School Tours and Outings Policy

Introduction

The following school policy was drawn up in consultation with staff, the Board of Management (BoM) and parents in May 2005. It was then reviewed by the aforementioned groups and ratified by the BoM in May 2007. Considering the age and interest of the children and the curriculum being covered, school tours will be arranged by the school to present the children with a new environment in which they can observe, investigate and relate their findings to their own environment.

Tours will be arranged at the discretion of the class teacher. Prior to travel, BoM will be informed in writing of venue, itinerary, number and names of pupils travelling and names of the adults supervising. The B.O.M. reserve the right to decline approval for a tour.

Role of Class Teacher

Decide on venue

Teacher will choose a suitable tour for her class from the attached list.

If the teacher would like to pick a venue not already on this list – she must first make inquiries as to its suitability for her class.

Children should have the opportunity to go on a different tour each school year.

Book venue

Tours will be booked by class teacher in the second term or as early as possible before tour date. This will give children time to save towards the cost of the tour.

Not more than two classes will travel together, unless venue and transport warrant otherwise.

Ensure that the venue is covered by insurance by requesting proof of insurance.

Arrange transport

Teachers will organise transport for the day (usually a bus) and obtain a copy of insurance from the bus company.

Conditions of hiring bus company:

- All transport supplied will be suitable and well-maintained. Teachers have the right to refuse any bus they find unsuitable for their outing.
- The driver will have a thorough knowledge of and follow the itinerary and timetable for the tour.
- The driver is responsible for the safety of the children while they are travelling but the teacher has the right to intervene if it is felt that the safety of the children is compromised.
- Buses will be left as they were found.

Money

The teacher will ensure that the cost of the tour is reasonable and represents value for money. Children (*in the senior classes particularly*) will be actively encouraged to save towards the cost of the tour.

Teacher or teachers travelling together will agree and notify their group of the upper limits on spending money. This will be based on age and venue.

Tour Kit

Class teacher will take a tour kit on all outings. The kit will contain:

- * First Aid materials.

- * Refuse and illness bags.
- * Kitchen rolls and wipes.
- * Spare clothes may need to be brought for junior classes

This kit/bag will be kept in the staffroom.

- **Class teacher will leave a contact mobile phone number with the principal or secretary on the day.**
- **Parent details (if required on the day) can be accessed via Aladdin.**

Safety and Supervision

Class teacher will be extra vigilant when taking children out of school.

The following issues will be addressed by the class teacher in the classroom, prior to travelling

- (a) Road Safety
- (b) Water Safety if applicable
- (c) Behaviour on the bus
- (d) Rules governing the particular venue

The supervision ratio will be 10:1, i.e. one adult for every ten children. Classes may be accompanied by the class teacher, SET teacher(s) and/or SNA.

Special Needs Children

Class teacher will speak with the parents of the Special Needs child regarding the school tour. The S.N.A. will accompany the child on the tour and will not be responsible for any other child except that child with special needs. The class teacher should also ensure that the Special Needs child is in his/her group during the day, should grouping be necessary.

Board of Management

Class teacher will outline to B.O.M. in writing (*see sheet attached*) proposed itinerary for school tour.

Inform Parents

When approval has been given, the class teacher will inform parents of

- (a) Itinerary and timetable
- (b) Cost
- (c) Special clothing necessary
- (d) Lunch

Parents will be asked to give written consent allowing his/her child to go on school tour. This will be done on the Aladdin platform. This consent will be sent with money in an envelope to the class teacher.

Tour Information

Updated information on school tour venues is collected each year and is available to teachers in the staffroom.

Uniforms

In crowded places uniform can be a great help with supervision of young children – as a child can be easily identifiable as belonging to the school.

Additional Clothing

Depending on the tour, additional clothing, towels etc. may need to be brought on the tour. This should be outlined to parents by the teacher in their letter about the tour.

Conduct on Tours

School tours and outings are meant to be enjoyed by all who travel. We expect that the children Pupils will have respect for themselves and respect and consideration for their classmates, class teacher, accompanying parents and for the venue personnel. Pupil's behaviour will comply with the standard set down in the school's Code of Discipline. In certain circumstances, parents may be asked to agree to a contract on behavior.

Brief Excursions outside the School Grounds

Permission will be sought each September through Aladdin Permissions for classes to leave the school grounds to go on nature walks, local history trail etc. Safety of pupils should be ensured at all times through adequate supervision and by abiding by the rules of the road. A first aid kit should be brought on this outing. The school principal should be informed of the date/time of the excursion in advance.

Role of the Parent Body

- To be familiar with and support the School Tours and Outings Policy
- To sign consent form.
- To ensure that the child is ready to leave the school at the arranged time.
- To ensure that the child be collected promptly after the tour at the agreed time.

Role of Principal, Deputy Principal and Senior Management

- To monitor the implementation of policy
- To present written itinerary for each tour to B.O.M. for approval

Role of Staff

- To be familiar with policy
- To follow procedures for teachers as outlined above
- To implement the policy and to provide feedback to the Principal and other staff members as to the success or otherwise of the tour

Role of B.O.M.

- To ensure the policy is developed, implemented and reviewed from time to time
- To receive reports from the Principal in implementation of the policy.

Monitoring the Implementation of the Policy

The implementation of the policy shall be monitored by the Principal, staff and the Board of Management

Reviewing and Evaluating the policy

The policy will be reviewed and evaluated on cyclical basis or as the need arises.

Signed: _____

Signed: _____

Chairperson of Board of Management

Principal/Secretary to the Board of Management

Date: _____

Date: _____



School Tour Form

Teacher: _____

Class:

Number of children Travelling: _____

Number of adults Travelling:

Names of Adults Travelling:

Proposed Date:

Proposed Venue: _____

Proposed Activities: _____

Departure Time: _____

Return Time:

Transport Arrangements:

Have you received a copy of insurance from the Tour Provider and Bus Company (if applicable)? _____

Signed:

(Class Teacher)

Date:

