

School Tours and Outings Policy

School tours and outings for St. Michael's Primary School are arranged to present the children with a new environment in which they can observe, investigate and relate their findings to their own environment, as well as enhancing their social and behavioural skills. All class levels, from 2nd class to 6th class and Unit classes, partake in one school tour per year, with the possibility of a further excursion.

Rationale

The need for this policy arises due to children being exposed to a wide variety of different experiences while on school outings, and the necessity to have a framework for good practice in place to cover all eventualities.

Aims

- To ensure all practical possibilities are covered in reducing the exposure of children to risk on outings
- To provide an enjoyable educational experience for all children

Policy Content

As always the class teacher is responsible for his/her class. However, it is school policy to ensure a number of assistants accompany a teacher on trip and assign individual groups of 10 children approximately to individual teachers. This number varies on the age and needs within a class. No matter what size a class is, there will always be a minimum of 3 adults on each tour. This allows for an adult to accompany an injured child to hospital while leaving 2 adults with the rest of the class. Class teachers consult with each other to determine the school tour. Classes go on a school tour in groups of two or more classes.

Extra school outings: Pantomime Gaiety Theatre, Football/ Hurling/Soccer matches, Cross Country, local library and selected Meath County Council activities.

Uniforms

Pupils wear the school tracksuit on a school tour unless informed otherwise by the class teacher. Rain gear and a change of clothes may be necessary, depending on the venue.

Reports

Where problems arise either with venue or transport teachers will report back to the Principal.

Conduct on Tours

Pupils' behaviour on tours will comply with the standard set down in the School's Code of Behaviour. In certain circumstances parents may be asked to agree to a contract on behaviour. Where it is felt that a child's conduct would pose a safety risk or inhibit the educational benefit for self or others, the teacher may refuse the child permission to travel. Parents will be advised of this in advance.

School Rules for tours & excursions

- Children must obey their supervisors & teachers at all times
- Children must remain seated with buckled seatbelt while the bus is in motion
- Children are not allowed to eat/drink on the bus nor are they allowed to bring electronic devices with them
- Children should not bring money with them unless stated otherwise
- Children must remain with their allocated grouping and supervisor at all times
- Children will line up in their individual groups on disembarking from the bus
- Children should never attend a bathroom alone.
- Roll calls/head counts are taken when children return to the bus or centre after each segment of the tour
- While one treat is allowed, this should be at the parent's discretion.

Safety and Supervision

Teachers will be extra vigilant when taking children out of the school. Special attention will be paid to – Road Safety, Behaviour on bus, Risks posed by particular venues (e.g. adventure playgrounds, areas of water etc.). Teachers must accompany their class throughout the tour. Shared supervision will allow for teacher's lunch and toilet breaks. In cases of accident or emergency, a teacher will accompany an injured child to hospital, while the remaining teachers and SNAs shall remain with the rest of the children.

Cost

The class teacher(s) will ensure that the cost of the tour is reasonable, and represents value for money. The collection of money is the responsibility of the class teacher. A receipt is given to each child who has paid via Aladdin. Monies collected are sent to the office. Tours are paid for by electronic means only.

Teachers will agree, and notify their class of the upper limit on spending money if any. This will be based on age and venue.

Informing Parents

Teachers will ensure that parents are given sufficient notice of:

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

(d) Packed lunch.

Tour destination and dates, as well as departure and arrival times, are to be forwarded to the school Principal when organised.

The Principal seeks Board approval for all school tours at the beginning of each school year.

The Principal reports to the Board of Management on school tours.

Success Criteria

- Positive experiences for all
- Children having a safe enjoyable learning experience
- Teacher/Parent Satisfaction

TOURS CHECKLIST

Before the tour

- Venue booked
- Transport booked
- Individual parents informed of travelling embargo on disruptive pupils
- Timetable organised
- Parents informed by standard letter
 - itinerary
 - timetable
 - cost
 - lunch arrangements
 - clothing necessary
- If the tour finishes outside of normal school hours, ensure that children who normally walk home have written permission from guardian to allow them to walk home. If child is being collected by someone other than guardian, seek written permission also.

Day of Tour

- Tour kits are available for each bus - *First aid materials, refuse sacks, illness bags, water, kitchen roll, Umbrella per teacher, directions, correspondence*
- Cheques for venues if electronic payment is unavailable

After Tour

- Ensure all children are collected by guardian.

Ratified by the Board of Management

Date:

Date.....

Signed:

Signed.....

Principal

Chairperson of Board of Management