

School Tours/Excursions Policy

San Carlo J.N.S.

Introduction

This policy was drawn up by the staff and circulated to the Board of Management (BoM) and Parents Association for observations and feedback. Taking into account the age and interests 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.**

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

It has been the policy of the school over the years to organise separate tour dates and destinations for;

- Junior Classes
- Middle Classes (1st, 2nd)

The tours are structured in such a way as to provide an educational aspect in addition to an entertainment and recreational value.

No teacher is responsible for more than 20 pupils. It is school policy to assign individual groups of 10 children approximately to individual teachers/SNAs. This becomes possible as SET s and SNAs accompany mainstream classes on school outings.

- Children must obey their supervisors at all times
- Children must remain seated while the bus is in motion and seatbelts must be used
- 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
- Roll calls/head counts are taken when children return to the bus after each segment of the tour
- Healthy eating is encouraged but one treat may be taken

Success Criteria

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

Review

The policy of single class tours is proving to be successful and less stressful to all. Further reviews will be conducted in the light of experience.

Transport

The transport organiser of the tour will ensure that:

- Tenders are sought for all tours
- A form of transport, appropriate to the distance and the numbers travelling will be chosen
- The bus company/suppliers and drivers accept the following conditions.

Conditions of Hiring

All transport supplied, will be suitable and well-maintained. Teachers have the right to refuse any bus they find unsuitable for their outing. If the bus proves unsuitable a replacement will be supplied or the money refunded

The driver will be used to dealing with children and 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 teachers have the right to intervene if it is felt the the safety of the children is compromised:

- The group will have access to the bus for the full day
- If the weather conditions are unfavourable the group will have the use of the bus for sheltering or for eating lunch.
- The consumption of food(snacking) and singing on the bus - at an acceptable level - will be at the discretion of the teacher in consultation with the driver
- Buses will be left as they were found

Tour Kit

Leaders will take a tour kit on all outings. These will be available from the office/Deputy Principal. The kit will contain:

- First aid materials, refuse and illness bags, newspapers, kitchen roll
- Teacher must have access to a mobile phone for use in the event of an emergency
- Contact details of parents will be taken to be used in emergencies/contact will be made with the office if any details are required

Cost

The teachers will ensure that the cost of the tour is reasonable and represents value for money.

Spending money

No spending money will be required by the children.

Venue

Tours will be booked early in the 1st or 2nd term for a date as early as possible in the 3rd term. Teachers will be conscious of the likely "busier" days. Not more than two classes will travel together, unless venue and transport arrangements warrant otherwise. Where more than one class travels, one teacher will accept the role of "leader". The teacher will be "au fait" with venue, with particular reference to educational opportunities afforded, and services available (phone, toilets, emergency facilities). The leader will have a mobile phone for ease of contact.

Weather Conditions

Rain and head gear will be essential for all children depending on the venue.

Tours list

A list of suitable tours for all classes will be available. Classes may choose a venue suitable for their own level or lower but not from levels above. Teachers will ensure that venues are suitable for pupils with special needs.

Uniforms

School tracksuits will be worn on all school outings. A distinguishing school bib may be beneficial in the event of the wearing of new school tracksuits that do not have a distinguishing crest.

Reports

Where problems arise either with venue or transport teachers will report back to the transport/tour organiser who will in turn will discuss it with 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.

Safety and Supervision

Teachers will be extra vigilant when taking children out of the school. Special attention will be paid to – Medical needs, Road Safety, Behaviour on bus, Risks posed by particular venues (e.g. adventure playgrounds etc.). The minimum supervision ratio will be 15:1 (adult).

Informing Parents

Teachers will ensure that Parents are given sufficient notice of:

- Itinerary & Timetable
- Cost
- Special clothing necessary and packed lunch (no glassware).

Fieldtrips

Fieldtrips which relate to a particular curricular area are encouraged. These trips can range from simple walks around the school to organised trips to relevant places of interest.

The principal must be informed in advance if it is proposed that a class leave the school grounds.

Teachers are encouraged to plan and prepare children in advance of the trip and to carry out some follow up work in the classroom following the fieldtrip.

Teachers should ensure adequate supervision at all times. Where necessary, an SNA or S.E.T. will be required to accompany the class.

Children should be appropriately dressed for the fieldtrip e.g. raingear, suitable footwear etc.

No child is to be refused participation in any proposed activity because of family inability to pay. The school respects that members of some ethnic groups do not allow their children participate in school outings. These pupils will be accommodated in other classrooms for the duration of the outing.

Buses booked for fieldtrips must be fitted with individual seatbelts and these must be worn by all children.

See also First Aid Policy.

Educational Tours/Outings

Proposed date

Proposed departure and return time

Proposed itinerary

Content

1. What are the Aims/Objectives of the outing?
2. What are the long/short term activities planned to achieve these aims/objectives?
3. What activities are planned for the centre(s) visited:
4. What follow-up activities are planned?

Cost

1. What is the cost involved:
 - (a) Transport €...
 - (b) Visits
 - (c) TOTAL €...

3. What provision has been made for those who can't afford the cost?
4. What arrangements are in place for pupils not participating in the tour/outing?

Supervision

1. What ratio of supervision is necessary?: (minimum 15/1)
2. Have additional supervisors been vetted?
3. What arrangements have been made for disabled children (if any in class)?
4. What alternative arrangements been made in the event of inclement weather?

Policy ratified by the Board of Management on 31.01.2018 .

Signed:Catherine Allis, Chairperson B.O.M. Date:21.02.2018

Catherine Diggins, Principal

Date:21.02.2018

TOURS CHECKLIST

Before the tour

- Venue booked
- Transport booked
- Are good behaviour contracts in place where required?
- Individual parents informed of travelling embargo on disruptive pupils
- Timetable organised
- Parents informed by standard letter
 - itinerary
 - timetable
 - cost
 - lunch arrangements
 - clothing necessary

Agreement on

- Leader
- Acceptable behaviour on bus
- Extra supervisors (minimum 15:1) and identification of who will accompany which grouping

Day of Tour

Tour leader will ensure;

- *Tour kits are available for each bus
- Cheques for venues

After Tour

- Report back to office

ORGANISER.....

* *check tour kits contain*

- *First aid materials, refuse sacks, illness bags*
- *Newspaper/kitchen rolls*
- ***Any medication required will be carried by the class teacher and the teacher will ensure that the pupil remains with his/her group***