

St Felim's National School

(042) 9665605
office@thevalens.com
www.thevalens.com



Roll No. 18564W
Charity No: 20109967
Principal: Mrs. Eilís Keegan
Deputy Principal: Mrs. Patrice Clarke

Leiter, Bailieborough, Co. Cavan A82 CX30

February 2025

School Tour & Excursion Policy

Introduction

St. Felim's NS. staff drew up this policy in consultation with the Board of Management. The purpose of the policy is to document current and future practices on school tours and trips. The policy will be available to parents/guardians on the school's website. The Principal will review this policy every three years or earlier if needed.

Rationale

St Felim's N.S staff aim to organise school tours and trips to benefit pupils intellectual, cultural, sporting and social development. We devised this policy to support teachers in organising school tours and excursions to ensure a safe, enjoyable and educational experience for all travelling staff and students.

Aims

- To ensure that staff consider all practical possibilities to reduce the exposure of children to risk on outings
 - To provide an enjoyable educational experience for all children
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Scope of School Tours & Excursions

Pupils in St Felim's N.S. may be off-site to

- Engage in field trips or activities determined by a curricular area
- participate in sporting activities or competitions
- engage in activities to develop pupils cultural, intellectual and social learning

Procedures for Planning School Tours & Trips

- Teachers who wish to bring pupils on a school tour or trip must make their request to the Principal stating the purpose, proposed date and time, cost and number of students involved.
- The Principal must approve each proposed tour or trip.
- Once approved, the organising teacher should:
 - ❖ Forward details of the trip to the school secretary for inclusion in the school calendar
 - ❖ Share details of the excursion with relevant teachers if necessary, e.g. in the case of a sporting event
 - ❖ Inform parents/guardians of the details of the trip in writing. The letter or email should include cost, travel times, arrangements for lunch, any other necessary arrangements.

❖ Seek permissions to attend via Aladdin.

- Staff members will supervise students on all school-organised trips. The Principal and Deputy Principal will decide on the allocation of personnel on trips in consultation with school staff. There must be an appropriate ratio between the number of students and the number of supervising adults travelling. This ratio will vary depending on the nature of the trip and the students' age however a minimum ratio of one adult to every 16 pupils will apply for all school trips.
- The school's Code of Behaviour applies to School Tours. In cases of a breach of school rules, teachers will implement the code of behaviour/sanctions as appropriate in the circumstances.
- The school reserves the right to preclude from a school tour or trip any pupil whose behaviour is such as to cause concern for their own or others' safety. All breaches of school rules will be handled in accordance with the school Code of Behaviour.
- Supervising staff will complete an Accident & Injury Form for all accidents or injuries on school trips.
- Children should wear their school uniform or P.E. uniform on school trips.
- Supervising teachers should ensure that they have their mobile phones, contact information for parents of travelling pupils and First Aid Supplies with them on school tours and trips.
- The Administration of Medicine Policy applies on school trips. Parents and Guardians are responsible for ensuring that pupils have any inhalers or medicine required by pupils on school tours and excursions. Supervising teachers will mind medical supplies if requested.

Transport

The school secretary will organise transport for school tours and trips in consultation with the Principal.

The transport company must agree to the following conditions:

- There must be a seatbelt for every travelling child and adult.
- The driver is responsible for the safety of the children while they are travelling.

Spending Money

It is the policy of St. Felim's N.S. not to book tours where spending money is required.

Mobile Phones

Children are not permitted to bring mobile phones, Tablets, Nintendo or any other electronic device on school tours.

Healthy Eating Policy & Lunches

Children may bring a lunch, including sandwiches, rolls, fruit, etc., on school tours or trips. Pupils are allowed to bring sweets and fizzy drinks. These should make up a **small** part of the children's lunch for the day. The following items are not allowed:

- High caffeine drinks, e.g. Red Bull
- Chewing Gum

Safety & Supervision

Supervising staff are aware that the degree of care required of them should be that of a "careful parent". Teachers will be extra vigilant when taking children off-site. Special attention will be paid to road safety behaviour on the bus and the physical environment of the venue.

In the event of a severe accident or injury, supervising staff will contact the emergency services, Principal and parents/guardians.

Implementation and Review

Roles and Responsibilities

It is the responsibility of school staff to implement the policy. Parents and the Board of Management will support the policy in all aspects.

Timeframe and Review

The Principal will review this policy every three years or earlier if needed.

Ratification

The policy was ratified by the Board of Management at its meeting on 26/2/2025.

Signed: Gerry Sheanon
Gerry Sheanon Chairperson – Board of Management

Date: 26/2/25

Signed: Ellis Keegan
Ellis Keegan - Principal

Date: 26/2/2025

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Appendix One: Letter to Parents

Date

Dear Parent/Guardian,

Your child will be travelling to _____ on _____.

We will travel by _____ leaving at _____ from school grounds and returning at _____ approximately.

Your child will need to bring the following items with them:

School rules apply.

Yours sincerely,

Organising Teacher

Permission Slip

I wish

I do not wish

my child _____ (name) _____ to travel on _____ (date) _____ to _____ (event) _____

Signed _____ Parent/Guardian