

ST.FELIM'S NATIONAL SCHOOL

SN Leiter, Coill an Chollaigh, Co. Cabhain

Roll No. 18564W

Principal:

Mrs. Cathriona Molloy

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February 2018

School Tours/Excursions Policy

Introduction

This policy was drawn up by the staff of St. Felim's NS. in consultation with the Board of Management. The purpose of the policy is to document current and future practice on school tours. The policy will be available to parents/guardians on the school's website. The policy will be reviewed every three years or earlier if the need arises.

Rationale

Our objectives in devising a policy on school tours include

- To benefit the intellectual, cultural and social development of our pupils by providing an enjoyable educational experience for all children
- Ensuring children have a variety of school tour experiences during their time in St. Felim's NS
- To provide school tours or trips taking into account the age, interests and needs of the children and the curriculum being covered.
- To afford all children the opportunity to go on school tour with their peers.
- Ensuring that tours are organised to the highest possible safety standards so that all practical possibilities are covered in reducing the exposure of children to risk on outings
- Arranging the provision of educational experiences not possible within the school setting.

School Tour Procedures and Planning.

School tours take place in all classes on an annual basis usually in the last term. Tours will be structured in such a way as to provide an educational aspect, in addition to an entertainment and recreational value.

- At the beginning of the second term, teachers are encouraged to start to plan and organise their tour dates and destinations. The school secretary will be available to assist teachers in arranging dates and costings etc. All tours should be booked before February midterm.
- Staff submit their request for approval to the Principal. Their request should include details of proposed dates, times, destination, cost, number of students/classes involved.
- The Board of Management/Principal must approve each tour which is arranged.
- It is the policy of the school to facilitate certain class groups to travel together. However, this is at the discretion of the teachers and subject to the approval of the Principal.
- The full cost of the tour should be communicated to parents at least two weeks before the tour date. Every effort will be made to ensure that the cost involved does not prevent any pupil or group of pupils from participating in the tour. Parents are encouraged to pay electronically through Aladdin.
- Supervision on school tours carries increased responsibility and we have agreed the following:
 - A minimum ratio of one adult to every sixteen pupils in all classes will operate on all tours.
 - A maximum of two SEN children will be supervised by an SNA at any one time.
 - Depending on the SEN of the child, parents may be requested to accompany the SEN child on tours. However, the class teachers retain overall responsibility for the children.

All classes are different however and the school will allocate greater numbers of staff on the basis of the needs, age and dynamic of the class. The allocation of staff to school tours is at the discretion of the Principal in consultation with the class teachers. Where greater numbers of staff are required SEN teachers, SNA's and the Principal may accompany mainstream classes on school trips.

- The school's Code of Behaviour applies to School Tours and the school reserves the right to preclude from a school tour any pupil whose behaviour is such as to cause concern for his/her own or others safety.
- All accidents/incidents are dealt with in line with our school's policy.
- All buses will be equipped with seat belts. Each child will have his/her own seatbelt.
- Children must wear their school uniform on all school trips/excursions.
- Children must line up in their individual groups after disembarking from the bus and roll calls and head counts are taken when children return to the bus and regularly throughout the tour.
- Teachers must bring a tour bag with them on all trips.

Policy of Inclusion:

It will be our policy to include all children in school tours. Decisions on any exclusions rests with the class teacher in consultation with the principal.

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 will be booked through the office.
- The bus company must agree to the following;

Conditions of Hiring:

- All transport supplied, will be suitable and well-maintained.
- All transport must have seatbelts for each child.
- 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

Class Teachers will take a tour kit on all outings.

All class teachers must bring the following on tour:

- Mobile phone with credit where necessary
- Contact numbers of staff on tour should be shared beforehand
- All staff should have phone numbers of the school and emergency services saved in their phones.
- Copy of parents contact numbers for staff members only
- Medicines as necessary for any children with allergies/medical conditions/ inhalers. First aid kit and surgical gloves.

- Refuse bags, kitchen paper, wipes
- Bottled water
- Map of area (where necessary)

Spending Money

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

Mobile Phones

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

Lunches

Children may be required to bring a lunch which should include sandwiches, rolls, fruit etc.

Sweets and fizzy drinks are permitted on school tours. These however should make up a **small** part of the childrens lunch for the day. The following items are not allowed:

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

Where children will be receiving lunch as part of a tour package class teachers will collate all food orders in advance of the tour.

Informing parents:

Teachers will ensure that Parents are given at least two weeks' notice of the school tour.

The initial letter/email to parents should contain;

- Itinerary & Timetable
- Cost
- Deadline for payment & a link for payment via Aladdin
- Details of Special clothing necessary and packed lunch
- Permission Slip to be signed by parent / guardian and returned to class teacher. Verbal permission is not sufficient. Children will not be permitted on any transport without written permission. In special circumstances e.g. when a child has been absent, the school will make every effort to contact parents/guardians to ask them to sign permission slip before departure.
- Letter should also state to parents that the organiser reserves the right to make minor changes to the itinerary.
- Reminder to parents to check their phone for text updates in the event of delays, earlier arrival time etc.
- An estimated return time to the school

Safety & Supervision:

Teachers will be extra vigilant when taking children out of the school. Special attention will be paid to:

- Children deemed flight risks
- Road Safety
- Behaviour on bus
- Risks posed at particular venues
- The minimum supervision ratio
- Toilet procedures
- Roll calls/head counts are taken when children return to the bus and at intervals throughout the day.
- A record will be kept of all incidents

Rules for children:

The school's Code of Behaviour applies on all school related activites, including school tours.

- Children must obey their supervisors at all times.
- Children must wear their seatbelt and remain seated at all times when the bus is in motion.
- 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.
- Eating Chewing gum is not permitted on school tours.
- Children should wear their school tracksuit.
- Electronic devices are not permitted.
- Money is not permitted on school tours.

Plan for dealing with Emergencies: sick / injured children while on school trip:

Teachers will follow the same procedures as outlined in our Accident and Injury Policy for minor injuries. In medical emergencies:

1. Seek immediate medical attention, call an ambulance.
2. Contact the injured child's parents.
3. Phone the school contact the principal / deputy principal.
4. Teacher should accompany the child in the ambulance to hospital

Implementation and Review

Roles and Responsibilities

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

Timeframe and Review

This policy will be reviewed every three years or earlier if the need arises.

Ratification

The policy was ratified by the Board of Management at its meeting on _____.

Signed: _____
Patricia Sheridan (Chairperson B.O.M)

Appendix 1: Suggested Venues for Tours/Field Trips

During the school year 2017/2018 this initial list of suggested venues was compiled. This list is open to expansion and teachers/staff are invited to offer further suggestions of venues.

<u>Infants</u>	<u>First & Second</u>
Newgrange Farm Bear Essentials Dublin Zoo LoLo Town Killinkere Farm	The Zoo Newgrange Farm Causey Farm Rathbeggan Lakes Fort Lucan
<u>Third & Fourth</u>	<u>Fifth & Sixth</u>
Croke Park Experience Viking Splash Tour Causey Farm Crystal Maze Fort Lucan Tayto Park	Tanagh W5 The Titanic Experience Louch Crew Corlea Adventure Centre Lilliput Adventure Centre

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Appendix 2: School Tour Proposal Form

Date: _____

Time: _____

Class(es): _____

No. of Students: _____

Destination: _____

Cost: _____

Subject Area: _____

How does the school tour/activity link with the aims/objectives of the curriculum?

Signed: _____

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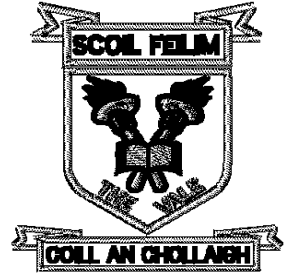
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Appendix 3: Checklist for School Outings

Date: _____ Outing: _____

Class: _____ Teacher: _____

Other staff supervising: _____

Mobile Phone – Charged & with Credit

School Contact Number

Class list Contact Details

First Aid Kit Paper towels / napkins

Plastic bag for rubbish Plastic bags as precaution for travel sickness

Bottle of water

Change of trousers / underwear

Camera

Please take note of any medical conditions / allergies pupils in your class may have.
