

ST.FELIM'S NATIONAL SCHOOL

SN Leiter, Coill an Chollaigh, Co. Cabhain

Roll No. 18564W

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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 twelve 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.

- 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.