



Roll No. 12180 U

Presentation Primary School

Clonmel, Co. Tipperary.

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School Tours/Excursions Policy

Introduction

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/excursions will be arranged by the class teacher in consultation with the principal. This includes such excursions as visits to Museum, library, local exhibitions, walks outside the school grounds, G.A.A. matches etc.

A balance of education and leisure activities will be included in all school tours.

This policy was drawn up in consultation with the staff and circulated to the Board of Management (BoM) and Parents Association for observations and feedback.

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/other teachers accompany a teacher on the trip and assign individual groups of 15 children maximum to individual teachers or supervisors (but ideally 10:1) . 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.

First Aid Kit

Class teachers will take a first aid kit on all outings. These will be available from the office. Please see Appendix 1 re First Aid

Teachers will also take any additional medication needed by an individual child (according to our Policy on the Administration of Medicine).

All pupils with emergency medical plans will be accompanied by a Special Needs Assistant when going on tours or other outings.

Where possible and practical all pupils with access to SNA support will have access to the same support while on an outing or school tour.

Tour/outing: notice/Cost

Class teachers will consult with Maeve or the Principal to plan the tour and to prepare School Tour/ outing permission and notice for parents/guardians. Teachers will ensure sufficient notice is given to allow parent/guardians to plan for the tour/outing. The notice will include:

- Venue, Itinerary & Timetable
- Cost
- Special clothing if necessary
- Information re packed lunch, drinks etc.

Permission will be collected via the Aladdin app for parents who use it. All other parents/guardians will need to receive and return the permission slip on paper. The teachers will ensure that the cost of the tour is reasonable and represents value for money. The principal will have the final decision re final arrangements for all tours and outings. All children will be actively encouraged to save towards the cost of the tour.

E-payment collections will be set up in advance to allow families to pay towards the tour or other outing by degrees. Pupils will never be asked to bring money on tours/outings as they will be paid for in advance. Shopping will never be allowed on school tours/outings.

Venue

Please see Appendix 2 for suggested venues for each class level. The teacher will research the venue, with particular reference to educational opportunities afforded, and services available (toilets, eating areas etc). As classes usually travel in pairs (i.e. Rang 1 & 2; Rang 3&4 etc) both class teachers will work together and consult with the principal to finalise all tours or outings.

Clothing

All pupils will wear their school track suit and runners when on a tour or outing (unless full school uniform is required e.g. Challenge to Change Day). Parents should be aware of changing weather conditions depending on the time of year. Rain and head gear may be essential for all children and a change of clothes may be necessary, depending on the venue. Likewise, parents will be reminded to apply sun cream before children depart on tour/outing on sunny days.

Equality of Access

Class teachers are asked to choose a venue suitable for their own level from the list on Appendix 3 or suggest a newer venue if suitable for the particular age group with whom they work. Teachers will ensure that venues are suitable for pupils with special needs, physical disabilities or other individual considerations. Teachers should consult with Principal about choice of venue if there are any queries of accessibility for individual children..

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 and child 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, in consultation with the principal, may refuse the child permission to travel. Parents/guardians will be consulted on this well in advance of the tour/outing where possible

School Rules and procedures for tours & excursions

- Children will 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 unless allowed by the driver when the bus is stopped on a wet day
- Children may not bring electronic devices including mobile phones with them
- Children should not bring money
- Children will 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. Teachers/supervisor will usually accompany children in groups to bathroom areas
- Roll calls/head counts are taken when children return to the bus or centre after each segment of the tour

Safety and Supervision

In order to provide adequate supervision. We usually organise two school tour dates and agree which classes will go on each day. Junior and Senior Infant classes will always go on different days (i.e. Jnr Infants on tour date 1; Snr Infants on tour date 2). Dates are agreed at a staff meeting by January at the latest. 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/supervisors will accompany their class throughout the tour. This also applies Shared supervision will allow for teacher's lunch and toilet breaks.

In cases of accident or emergency, a S.E.T. will accompany an injured child to hospital, while the remaining teachers, SNAs and supervisors remain with the rest of the children. In the case where there is only one class teacher with accompanying supervisors, a supervisor will accompany the injured child to hospital while the teacher remains with his/her class in loco parentis. All procedures under our Health & Safety and Critical Incident policies will be adhered to.

Class teachers will always take a printed page of parent contact numbers to be used in the case of emergency. Class teachers will also make contact with the principal or deputy principal if any accident or event takes place that causes any concern for pupils' safety.

Success Criteria

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

Ratification and communication

This policy was ratified by the Board of Management on 14th September and it will be reviewed regularly. It will be available for parents/guardians on the school website.

Signed: *Róisín Hennessy*

Date: 14th September 2022

(Chairperson, B.O.M.)

Appendix 1

School Tour First Aid Policy

On school tour/outings days, class teachers will use the first aid kit that they usually use for break/lunchtime injuries when in school. There are two stations on each floor where kits are located. Staff will need to inform the other class teachers on the same floor that the kit will not be available on tour day and they need to be aware of the next nearest kit for their use if necessary on tour day.

The day before a class school tour the first aid kit should be checked by the class teacher to ensure the kit is fully stocked. A list of contents will be provided inside the kit for reference.

Other first aid supplies are available in the first aid room / Nano Nagle room. The keys to access these supplies are kept in the school office. Request assistance from the first aid supply staff representative (currently Betty O'Brien) if you need any help.

APPENDIX 2

TOURS CHECKLIST

| | |
|---|--|
| Before the Tour/Outing | |
| Venue booked and confirmed by email | |
| Bus booked and confirmed by email | |
| Timetable for the day organised allowing for travel between activities | |
| Parents informed of itinerary, timetable, cost, lunch arrangements, clothing | |
| Signed parental permission received on paper or via Aladdin Permissions | |
| Expected behaviour discussed with pupils with particular reference to working with tour guides/ activity centre supervisors etc. | |
| Agreement re payment of bus and Activity centres with school office | |
| Reminder to pupils and parents/guardians re departure and arrival home times and arrival/ dismissal arrangements if different to the norm | |
| Day of Tour/Outing | |

| | |
|--|--|
| First Aid Kit on bus | |
| Tour kit: plastic bags, blue roll/kitchen roll for spillages | |
| After the Tour/Outing | |
| Report to principal re any issues with bus/venue etc. | |
| Send thank you cards where relevant | |

Appendix 3

Suggested venues for school tours

Classes from Rang 1 up usually go to second venue on alternate years so no class repeats the same tour on two consecutive years

| | |
|----------------|---|
| Junior Infants | Copper Coast Farm Marlhill Open Farm |
| Senior Infants | Leahy's Farm Middleton Ardmore Farm |
| Rang 1 & 2 | Fota Wildlife Park Castlecomer Discovery Park |
| Rang 3 & 4 | Wexford Heritage Park Bunratty Castle and Park |
| Rang 5 & 6 | Adventure Centre: U.L. Dunmore East Tralee: Geraldine Experience, Aquadome, Crag Caves Cork: Titanic, Spike Island |