

St. Fiacc's School Tours Policy

A. Framework.

This policy aims to:

- Take into account the age and interest of the children and the curriculum being covered when deciding on a school tour
- Arranged tours to present the children with a new environment in which they can observe, investigate and relate their findings to their own environment.
- Decide how school tours will be funded.

The success of this policy will be assessed against the above aims.

The Principal and Staff Teachers, following consultation with the parents, together with the BOM, will be responsible for the implementation of this Policy.

It will be the responsibility of the Principal Teacher to co-ordinate a review of this Policy.

B. School Tours/Outings Policy.

Taking into account the age and interest 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. For tour proposal and checklist cf Appendix I.

1. Transport:

The transport organiser of the tour will ensure that:-

- (a) Tenders are sought for all tours
- (b) A form of transport, appropriate to the distance and the numbers travelling will be chosen.
- (c) The bus Company/suppliers and drivers accept the following **conditions:**
 - (i) 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.
 - (ii) 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 that the safety of the children is compromised
 - (iii) The group will have access to the bus for the full day.
 - (iv) If the weather conditions are unfavourable the group will have the use of the bus for sheltering or for eating lunch.
 - (v) The incidental 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.**

2. Tour Kit:

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

- i) first aid materials, refuse and illness bags, newspapers, kitchen roll.
- ii) Mobile phone.

3. Cost:

The teachers will ensure that the cost of the tour is reasonable and represents value for money. All children will be actively encouraged to save towards the cost of the tour. Main school tours may be subsidised by BOM or PA of St. Fiacc's.

Spending money: St. Fiacc's discourages the use of spending money on Tours.

4. Venue:

Tours will be booked early in the 2nd term for a date as early in the 3rd term. Teachers will be conscious of the likely "busier" days.

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). Where no phone facilities exist, the leader will have a pre-arranged plan to deal with emergencies.

5. Weather Conditions:

Rain and head gear will be essential for all children and a change of clothes may be necessary, depending on the venue.

6. Tours list:

A list of suitable tours for all classes will be available from folder in staff room. 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.

7. Uniforms:

The pupils will wear the school uniform on Tour.

8. Reports:

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

9. Conduct on Tours:

Pupils' behaviour on tours will comply with the standard set down in the School's Code of Discipline. 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.

10. Safety and Supervision:

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 etc.)

The minimum supervision ratio will be 16:1 (adult)

11. Informing Parents:

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Teachers will ensure that Parents are given sufficient notice of:

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

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Appendix I

Educational Tours/outings Proposal

Proposed date: _____ Proposed times of departure & return: _____

Itinerary: _____

1. What is the cost involved per pupil?

Total _____.

3. What provision has been made for those who can't afford the cost?

(Funded from DEIS grant - Principal to decide closer to the day)

Supervision.

1. What ratio of supervision is necessary? (minimum 16/1) - how many staff are required?

2. Have additional supervisors been approached? Who? (List your proposed SEN staff) - Principal will decide final names.

3. What arrangements have been made for children with special needs (if any in class)? (ie have you a child with mobility issues, uses an epipen, diabetic? SNA?)

Organiser _____.

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Tours Checklist.

1. Before the tour

- venue booked
- transport booked
- 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
 - spending money (**generally none**)
 - acceptable behaviour on bus
 - extra supervisors (minimum 16:1)

2. Day of Tour

- Tour leader will ensure
 - cheques for venues
 - cheques for bus
- check tour kits contain
 - first aid materials, refuse sacks, illness bags
 - newspaper/kitchen rolls

3. After Tour

- report back to office

Organiser_____.