

School Tours/Excursions Policy

It has been the policy of the school over the years to organise separate tour dates and destinations for;

- Junior Classes
- Middle Classes (1st, 2nd)
- Senior Classes (3rd, 4th, 5th, 6th)

The tours are structured in such a way as to provide an educational aspect in addition to an entertainment and recreational value. Senior classes are permitted to shop in shopping centres - supervision is provided by staff. 5th/6th may shop unsupervised in groups of six if parental permission is granted.

Transport

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.

The driver will be used to dealing with children and have a thorough knowledge of the route 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.

- 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

Teachers will take a tour kit on all outings. The kit will contain;

- First aid materials, refuse and illness bags, newspapers, kitchen roll & wipes.

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.

Spending money

Teachers travelling together will agree and notify their group of the upper limit on spending money. This will be based on age and venue.

Venue

Tours will take place in the third term and prior notice will be given to pupils. The teacher will be "au fait" with venue, with particular reference to educational opportunities afforded, and services available (phone, toilets, emergency facilities).

Weather Conditions

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

Uniforms

Teachers travelling together will decide whether uniforms should be worn.

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.

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.).

Equal access and opportunity

To ensure that all children can avail of tour opportunities, teachers and principal will discreetly arrange for financial assistance if needed.

Informing Parents

Teachers will ensure that Parents are given sufficient notice of;

- Itinerary & Timetable
- Cost
- Special clothing necessary and packed lunch (no glassware)

TOURS CHECKLIST

Before the tour

- Venue booked
- Transport booked
- Individual parents informed of travelling embargo on disruptive pupils
- Timetable organised
- Parents informed by standard letter/ textaparent.
 - itinerary
 - timetable
 - cost
 - lunch arrangements
 - clothing necessary

- Mobile phones are not allowed on school tours

Agreement on

Teachers/Leaders

Spending money

Acceptable behaviour on bus

Day of Tour

Tour leader will ensure;

- Tour kits are available for each bus
- Cheques for venues
- Cheques for bus
- List of all children to be accounted for being present