

Scoil Náisiúnta Lorcáin Naofa, Tynagh N.S.

Tynagh, Loughrea, Co. Galway. H62 AW74

School Phone: (090) 9745439
School mobile: (086) 7037245

Website: www.tynaghns.ie
E-mail: info@tynaghns.ie

Roll No.: 17490o
CHY 20121846

Tynagh N.S. School Tours/Excursions Policy

Introduction

This policy was drawn up by the staff of Tynagh N.S. and circulated to the Board of Management. **Tours will be arranged at the discretion of the class teachers.**

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

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

- Junior Classes (Junior Infants, Senior Infants and First Class)
- Middle and Senior Classes (2nd - 6th Class)

School will be closed for the Junior Classes on the day of the Senior Tour on safety grounds as there would be only one teacher on the school premises. The Junior Teacher and SNA will accompany the Senior Tour.

The tours are structured in such a way as to provide an educational aspect in addition to an entertainment and recreational value.

No teacher is responsible for more than 20 pupils. It is school policy to assign individual groups of 10/15 children approximately to individual teachers. This becomes possible as support and special class teachers accompany mainstream classes on school outings.

- Children must obey their supervisors at all times
- Children must have their seatbelt fastened and remain seated while the bus is in motion
- Children must remain with their allocated grouping and supervisor at all times

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- Children will line up in their individual groups on disembarking from the bus
- Roll calls/head counts are taken when children return to the bus after each segment of the tour

Success Criteria

- Positive experiences for all
- Children having a safe enjoyable experience
- Teacher/parent satisfaction

Transport

The transport organiser of the tour will ensure that:

- A form of transport, appropriate to the distance and the numbers travelling will be chosen
- The bus company/suppliers and drivers accept the following conditions.

Conditions of Hiring

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 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

Leaders will take a tour kit on all outings. The kit will contain:

- First aid materials, refuse and illness bags, hand towels
- School mobile phone and contact details of all parents

Cost: Teachers will ensure that the cost of the tour is reasonable and represents value for

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money.

Spending money: Children will not require spending money on tours.

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 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 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.). The minimum supervision ratio will be 15:1 (adult).

Informing Parents

Teachers will ensure that parents are given sufficient notice of:

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

Fieldtrips

Fieldtrips which relate to a particular curricular area are encouraged. These trips can range from simple walks around the school to organised trips to relevant places of interest.

The principal must be informed in advance if it is proposed that a class leave the school grounds.

Teachers are encouraged to plan and prepare children in advance of the trip and to carry out some follow up work in the classroom following the fieldtrip.

Teachers should ensure adequate supervision at all times. Where necessary, an SNA or parent/guardian should accompany the class on the trip.

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Children should be appropriately dressed for the fieldtrip e.g. raingear, suitable footwear, etc.

No child is to be refused participation in any proposed activity because of family inability to pay.

Buses booked for fieldtrips must be fitted with individual seatbelts and these should be worn by all children.

Ratification and Review:

This policy was ratified by the Board of Management on 12 June 2018. It was reviewed by the Board of Management on 31st March 2022.

Signed: *Fr. Séamus Bohan*
Chairperson Board of Management

Date: 31st March 2022

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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
 - itinerary
 - timetable
 - cost
 - lunch arrangements
 - clothing necessary

Agreement on

- Leader
- Spending money
- Acceptable behaviour on bus
- Extra supervisors (minimum 15:1)

Day of Tour

Tour leader will ensure:

- Tour kit* is available for the bus
- Money for venues

**Check tour kit contains:*

- *First aid materials, refuse sacks, illness bags*
- *Hand towels*
- *School mobile phone and contact number*