

# **St Michael`s Church of Ireland, National School**

## **School tours and outings policy**

**April 2014**

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.

### **Transport**

Where appropriate the following methods of transport will be used

- Public Transport
- Private hiring of Mini Bus/Coach
- Walking Tour

### **Tour Kit**

Leaders will take the following on all outings

- First Aid materials and refuse bags
- Mobile phone
- List of pupils going on tour
- List of parent phone numbers
- Suncream min factor 15

### **Cost**

The teachers will ensure that the cost of the tour is reasonable and represents value for money.

Spending money: Teachers will agree and notify their group of the upper limit on spending money, if required. This will be based on age and venue.

### **Venue**

The teachers will be “au fait” with the 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.

### **Uniform**

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 school. Special attention will be paid to: Road safety, Behavior on bus, risks posed by particular venues (e.g. Adventure playgrounds etc.)

The minimum supervision ratio will be 7: 1

### **Informing Parents**

Teachers will ensure that Parents are given sufficient notice of :

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

### **Consent Form**

A consent form will be sent out to each parent prior to each trip the pupils will go on ( no matter how short the visit may be). If we do not receive the consent form back then that child can not go on the trip.

A Medical Form will also be sent to the Parents before any tour
---