

SCHOOL TOUR POLICY

This policy was drawn up by staff of Ratoath Senior National School in consultation with and ratified by Board of Management and circulated to staff and parents/guardians of the children. The purpose of the policy is to document current and future practice on school tours. The policy will be reviewed on a yearly basis.

Relationship to the Characteristic Spirit of the School

Ratoath Senior National School is a senior, co-educational, primary school which strives to provide a well ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed (see mission statement). Our school cherishes all pupils equally and aids them in achieving their true potential.

Aims of Policy:

- To benefit the intellectual, cultural and social development of our pupils.
- To present the children with a new environment in which they can observe, investigate and relate their findings to their own environment.
- To provide school tours or trips taking into account the age and interest of the children and the curriculum being covered.
- To afford all children the opportunity to go on school tour with their peers.

Tours will be arranged at the discretion of the class teacher and the principal.

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.

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 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 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.

Tour Kit:

- (a) Teachers will take a medical kit on all outings. There are four kits in total, one for each class grouping. These will be available in the Staff Room.

The kits contain:- First aid materials, refuse and illness bags, newspapers, kitchen roll.

Cost of Tour / Trip:

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. Funding will be made available through the office for needy pupils.

Spending money:

In general there will be no need for spending money. However, if the need for spending money arises, 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 be booked early in the 1st or 2nd term for a date as early as possible in :

February for the 6th classes

May for the 3rd & 4th classes

June for the 5th classes

June for 6th classes end of primary school trip

Teachers will be conscious of the likely "busier" days.

Not more than two classes will travel together, unless venue and transport arrangements warrant otherwise. 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). The leader will have a prearranged plan to deal with emergencies.

Weather Conditions:

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

Tours List:

A list of suitable tours for all classes will be available. Classes, in consultation with the principal, may choose a venue suitable for their own level but not from levels above. Teachers will ensure that venues are suitable for pupils with special needs.

School Tracksuit:

The school tracksuit should always been worn when the children are on school tour.

Use of Cameras and Mobile Phones:

Children are not allowed to have mobile phones on school tours. (Please refer to the Policy on the use of Mobile Phones and Electronic Devices). In the interests of protecting all children, use of cameras/camcorders or any recording device by parents/guardians and/or children/visitors, is strictly prohibited on the school premises or at school related events.

Any photographs or recordings at school events taken by school staff are used for school purposes and parental/guardian written permission is sought in advance of the school event on the School Consent Form.

Ratoath Senior National School does not take responsibility for photographs or recordings of school events that are uploaded onto any/all Social Media Sites.

Policy of Inclusion:

It will be our policy to include all children in school tours. Decisions on any exclusion rest with the class teacher in consultation with the principal.

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.

Behaviour on Tours:

Pupil's behaviour on tours will comply with the standard set down in the School's Codes of Behaviour and Discipline. 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)

Plan for dealing with Emergencies: sick / injured children while on school trip:

1. Seek immediate medical attention, call an ambulance.
2. Contact the injured child's parents.
3. Phone the school contact the principal / deputy principal/ designated teacher.
4. Teacher should accompany the child in the ambulance to hospital.

Informing Parents:

Teachers will ensure that parents are given sufficient notice of:

- (a) Itinerary & Timetable
- (b) Cost
- (c) Special clothing necessary and packed lunch (no glassware)
- (d) Permission Slip to be signed by parent / guardian and returned to class teacher.

Remember: No permission slip signed = No Tour

See Appendices for school tour information and permission slips for parents.

Tours:

There will be one annual school tour per standard, at end of the year, except for 6th classes where they will have their history trip in February and a special end of primary school outing organised and subsidised by the Parents Association.

Sample Tours:

- | | |
|--------------------------|-------------------------------|
| A. 3 rd Class | The National Stud |
| B. 4 th Class | The Zoo |
| C. 5 th Class | Croke Park and Glasnevin |
| D. 6 th Class | Newgrange
Rathbeggan Lakes |

Ratoath Senior National School



The Third Class tour to the National Stud and the Japanese Gardens will take place on Tuesday 31st May.

The bus will be leaving at 9:15 a.m. sharp and we will return by 3 p.m.

All children must wear their uniform tracksuit and a raincoat / sun cream as necessary and bring a packed lunch and two drinks (two treats are allowed). Please ensure that your child's lunch / snack does not contain **any food containing peanuts or peanut extract (including peanut butter)**. Also, please advise your child not to swap or share lunches at any time.

Money, cameras, mobile phones, glass bottles and chewing gum are not allowed.

The cost per child is €16 and includes a special Primary Science and Maths trail.

Please return the enclosed ***permission slip and €16 by Friday 20th May.***

OR

You can pay online through Aladdin and just return the permission slip.

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I **give permission** for my child to go on the 3rd Class tour

I **do not** give permission for my child to go on the 3rd Class tour

Child's name _____

Signed : _____

Date : _____



FOURTH CLASS TOUR 2016

This year's Fourth Class tour is to Dublin Zoo

Jane O'Brien's class will be going on tour on **Monday 23rd May**.

The bus will be leaving at **9:00 sharp** and we hope to return at 3 p.m..

All children must wear their uniform tracksuit and a raincoat / sun cream as necessary and bring a healthy packed lunch and two drinks (non-fizzy).

Cameras, mobile phones, glass bottles and chewing gum are not allowed but children may bring €2 specifically to buy an icecream.

The cost per child is €19.

Please return the enclosed ***permission slip and €19 by Friday 13th of May.***

OR

You can pay online through Aladdin and just return the permission slip.

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I **give permission** for my child to go on the 4th Class tour

I **do not** give permission for my child to go on the 4th Class tour

Child's name _____

Signed : _____

Date : _____



5th Class Tour 2016

On **Tuesday 14th June**, the Fifth Classes will be going on tour to Croke Park, the Botanic Gardens and Glasnevin Cemetery..

Children are to be in school at **8:45 a.m. sharp** and we expect to return between **3:15 and 3:30p.m.**

All children must wear their uniform tracksuit, suitable footwear and a raincoat / hat and sun cream as necessary. Children should bring a packed lunch and a non-fizzy drink. Please have a small rucksack to carry belongings.

Money, valuables, cameras, mobile phones, glass bottles, cans and chewing gum are not allowed. Teachers will have mobile phones and are contactable through the school.

The cost per child is €22. Please make cheques payable to 'Ratoath S.N.S.' or, if paying by cash, please send it in an envelope with your child's name and the amount written on it or you can pay online through Aladdin and just return

Please return the enclosed ***permission slip and €22 by Friday 10th June.***

OR

You can pay online through Aladdin and just return the permission slip.

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I **give permission** for my child to go on the 5th Class tour

I **do not** give permission for my child to go on the 5th Class tour

Child's name _____

Signed : _____

Date : _____



6th Class History Trip

On **Monday 27th February** Ms. Llewellyn's Sixth Class will be going on a history field trip to Newgrange.

The bus will leave the school at **9.30 a.m. sharp** and we hope to return before **3 p.m.**

All children must wear their uniform tracksuit, suitable footwear and a raincoat / hat as necessary.

Children should bring a packed lunch and a drink. Please have a small rucksack to carry belongings.

Money, valuables, cameras, mobile phones, glass bottles, cans and chewing gum are not allowed. Teachers will have mobile phones and are contactable through the school.

The cost per child is €10. We would be grateful if you could send in this money in an envelope with the child's name.

Please return the enclosed ***permission slip and €10 as soon as possible***

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I **give permission** for my child to go on the 6th Class tour

I **do not** give permission for my child to go on the 6th Class tour

Child's name _____

Signed : _____

Date : _____