



Kilnamanagh Community National School (KCNS)
Oulart,
Co. Wexford.
Y25 HT63 Email: kilnamanaghcns@wwetb.ie

School Tours/Excursions Policy

Introduction

This policy was drawn up by the staff and circulated to the Board of Management (BoM) for observations and feedback. Taking into account the age and interests 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.**

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 is the policy of the school to organise separate tour dates and destinations for;

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

The tours are structured in such a way as to provide an educational aspect in addition to an entertainment and recreational value. It has been recent school policy to limit shopping in shopping centres due to the unnecessary dangers children can be exposed to and the difficulty in providing adequate supervision.

No teacher is responsible for more than 10 pupils. It is school policy to assign individual groups of 10 children approximately to individual teachers. This becomes possible as support and special class teachers accompany mainstream classes on school outings. It is policy to ask Special Needs Assistants (SNAs) to accompany tours for supervision of children if extra adults are needed.

- Children must obey their supervisors at all times



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- Children must remain seated while the bus is in motion and wear seatbelts where fitted in the vehicle
- Children must remain with their allocated grouping and supervisor at all times
- 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
- Eating crisps/popcorn/chewing gum is discouraged on school tours.

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:

- Tenders are sought for all tours
- 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 the 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. These will be available from the office. The kit will



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contain:

- First aid materials, refuse and illness bags,
- Sensory items as needed
- Mobile phone, umbrella

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 be booked early in the 1st or 2nd term for a date as early as possible in the 3rd term. Teachers will be conscious of the likely "busier" days. Teachers will be aware of facilities available at each venue (eg toilets, seating areas etc). Teachers will ensure that venues are suitable for pupils with special needs.

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 school tours will be drawn up between teachers and students by May of each year.

Uniforms

The school will decide whether uniforms should be worn.

Reports

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

Conduct on Tours

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



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be paid to - Road Safety, Behaviour on bus, Risks posed by particular venues (e.g. adventure playgrounds etc.). The supervision ratio will be 10:1 (adult).

Informing Parents

Teachers will ensure that Parents are given sufficient notice of:

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

Examples of tours for the younger classes may include (but is not limited to):

- Kia Ora Farm
- Shrule Farm
- The Zoo
- Magician in the school
- Lilac farm
- Lambert's Puppet Theatre.

Examples of tours for the older classes may include (but is not limited to)

- Dublin Trinity College Dublin Castle Christchurch
- Newbridge House - Gardens & Farm
 - Beach (weather permitting)
 - Forest Walk
- Glendalough - Fish Farm, Powerscourt
- Russborough House & Avondale
- Newgrange - Tomb
- Japanese Gardens
- Castletown House - Celbridge, Butterfly farm
- Drogheda - St Oliver Plunkett's Head, Millmount Museum
- Sonairte
- ESB House - Fitzwilliam Street, Dolls Museum
- Wexford Heritage Park.
- Aquarium Portaferry, Armagh, Tara
- Belfast/Ulster Folk Park
- Sonairte & Laytown Beach
- Dublin Castle & Christchurch
- National Concert Hall
- Kilkenny
- Croke Park
- Malahide Castle & Railway Museum
- Maritime Museum
- Newbridge House



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- National Gallery
- Hill Walk
- Coca-Cola
- Marble Arch Caves/UlsterAmerican Folk Park.

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.

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.

See also First Aid Policy.



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Appendix 1

Educational Tours/Outings

Proposed date:

Proposed departure and return time:

Proposed itinerary:

Content

1. What are the Aims/Objectives of the outing?
2. What are the long/short term activities planned to achieve these aims/objectives?
3. What activities are planned for the centre(s) visited:
4. What follow-up activities are planned?

Cost

1. What is the cost involved:
 - (a) Transport €...
 - (b) Visits
 - (c) Spending €...€...
 - (d) TOTAL €...
2. What provision has been made for those who can't afford the cost?

Supervision

1. What ratio of supervision is necessary?: (minimum 10/1)
2. Have additional supervisors been approached?: Who?



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3. What arrangements have been made for disabled children (if any in class)?
4. What alternative arrangements been made in the event of inclement weather?

Organiser _____



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Appendix 2

School Tour Permission Slip

Dear Parents/Guardians,

This year's school trip is taking place in **X** on **X**. Children can arrive from **X**. Parents and guardians **drop and collect** their children to and from **X**. Pick up time is **X**.

The fee for the school tour is **X**. This includes Please enclose this permission slip and money in the envelope and return to school before **X** at the latest.

Requirements:

- Please bring a bag with towel and spare clothes.
- Please ensure your child has a sunhat and sun-cream.
- Please ensure your child has a packed lunch.
- Please ensure your child has any medications necessary.

I do/do not give my child _____ permission to go on the above-mentioned school tour on **X**. I have enclosed the **X** fee.

Signed: _____



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TOURS CHECKLIST

Before the tour

- Venue booked
- Transport booked
- **Contract of Behaviour if required**
- 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 10:1) **Ratio numbers not consistent through policy**

Day of Tour

Tour leader will ensure;

- *Tour kits are available for each bus
- Cheques for venues
- Cheques for bus
- Money for coffee

After Tour

- Report back to office

ORGANISER.....

check tour kits contain **The Tour Kit listed in the Policy differs from this tour kit – the should be identical*

- *First aid materials, refuse sacks, illness bags*
- *Newspaper/kitchen rolls*
- *Phone cards, umbrella per teacher, map of locality **Mobile Phones instead of Phone Cards***



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