

St Canice's Co-Ed Primary School

Granges Road, Kilkenny.



School Tour Policy

This policy was drawn up by the staff of St. Canice's Co-Ed. Primary School, ratified by the 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 with regards to school tours. The policy will be reviewed on a yearly basis.

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.
- Taking into account the age and interest of the children and the curriculum being covered, the aim is to provide educational experiences not possible within the school setting
- To ensure that tours are organised to the highest possible standard.

Tours:

There will be one annual school tour per standard at end of the year.

Tours will be arranged at the discretion of the class teacher and must be approved by the Board of Management.

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 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. Buses will be left as they were found.

Selection of Venues for Tours

Before deciding on a school tour venue, teachers will carry out research to determine suitability for their particular class level – educational value, curriculum related, distance from the school, health and safety of the pupils, cost, suitability for pupils with special needs and so on. They will make the venue aware of pupils with particular needs such as allergies, diabetes, epilepsy, chronic asthma and so on. Teachers will establish with the venue the protocols that are in place to deal with a situation whereby a child might require hospitalisation.

Tour Kits:

Four "Tour Kit" bags, containing essentials for the day, will be prepared and kept in the secretary's office. Teachers can collect their kit the evening before their tour.

The kits contains:-

First aid materials, refuse and illness bags, first aid absorbent powder, old newspapers, kitchen roll, spare tracksuits/clothes in case of an accident.

Note

Individual teachers will take responsibility for bringing medicines required by children with medical conditions/allergies, phone numbers of parents and emergency services, a discretionary tip for the driver and so on.

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.

Spending money:

If spending money is a consideration, teachers travelling together will agree and notify their group of the upper limit on spending money. This will be based on age and venue.

When:

All tours will all take place in June. As soon as teachers have booked their school tour, the date of same must be inserted in the school calendar, to avoid possible clashes with other school events.

School Uniforms / School Tracksuit:

Teachers travelling together will decide whether uniforms / tracksuit should be worn depending on type of tour.

Phones and Electronic Devices:

Children are not allowed to bring phones and electronic devices on their school tour.

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 Code of Good 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 the bus and general day to day safety rules.

Prior to the tour, the Principal will consult with the class teachers to ensure that the staff to pupil ratio is sufficient and that children will be adequately supervised on the day.

Teachers will take a roll call when children are getting on the bus and when leaving any venue. Children will be taught the steps to follow in the event of them getting lost.

Once the bus is moving, children will not leave their seat and will wear a seat belt at all times.

School 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 (footwear, hat, rain jacket etc) and packed lunch
- (d) The permission facility on Aladdin will be used to obtain permission from parents / guardians.
No permission granted = No Tour!!!!
- (e) In the event of the expected time of arrival home being different from the time issued by the school, parents will receive an Aladdin message informing them of the new E.T.A. Any significant changes to the plan on the day will be communicated to parents via an Aladdin message.

Implementation:

This document has been reviewed and ratified by the Board of Management at a meeting held on 10th May 2022. It will be further reviewed as necessary.

Signed on behalf of the Board of Management:

Chairman: James Murphy Date: 10.5.22.

Principal: Naia Gomez Date: 10/5/22

Appendix 1 - Checklist for School Tour

Before the tour	Tick
Venue booked	
Transport booked	
Timetable organised	
Teachers meet to agree on money, clothing, lunches etc.	
Send note/details home to parents/guardians	
Permission sought from parents/guardians	
Extra supervision organised	
Tour Kit collected from the office	
All money/ payments arranged	

After the tour	Tick
Give feedback to principal	
Send thank you cards when deemed necessary	
Deal with any outstanding payments	

Tour Kit	Tick
First Aid	
Medicines	
Illness bags	
Refuse sacks/ plastic bags	
Newspaper/kitchen roll	
Mobile phone	
Firs Aid absorbent powder	
Spare Tracksuits from lost property	
Contact number for every child	

Appendix 2 - Possible School Tour Destinations

The following is a list of possible venues for each of the different class grouping. This list, which incorporates venues both inside and outside the county, will be updated on an ongoing basis.

Junior/Senior Infants

Parson's Green, Co Tipperary
Nore Valley Farm, Bennettsbridge, Kilkenny.
Castlecomer Discovery Park, Kilkenny.
Kilkenny Castle and Park

First/Second Class

Tramore Beach and Activity Centre, Co. Waterford
Dublin Zoo
Waterford Suir Valley Railway

Third/Fourth Class

Mitchelstown Caves, Swiss Cottage and Cahir Castle
Ferry carrig Heritage Park, Co. Wexford
Let's Go Camp for Kids (moveable venue)
Bog of Allen Nature Centre, Co. Kildare

Fifth/Sixth Class

The National Aquatic Centre
Kilmainham Jail, Dublin
Collins' Barracks, Dublin
Glasnevin Cemetery, Dublin
Croke Park Tour and Museum, Dublin
The National History Museum, Dublin
The National Gallery, Dublin
Dunmore East Activity Centre, Waterford
U.L. Activity Centre, Limerick
Waterford Greenway

Local Venues

Dunmore Caves
Castlecomer Discovery Park
Jeninstown Park
Millennium Woods
Butler Gallery
Kilkenny Cat Walk
Linear Walk / River Nore Walk
Brandon Hill, Graiguenamanagh