

School Tours/Excursions Policy

Introduction

This policy was drawn up by the staff and circulated to the Board of Management (BoM) and Parents Association for observations and feedback.

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

Middle Classes (1 st, 2 nd, 3 rd)

Senior Classes (4 th, 5 th, 6 th)

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 20 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.

- Children must obey their supervisors at all times.
- Children must remain seated while the bus is in motion.
- 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

The school is moving towards a policy of single class tours as opposed to multi-class outings. This new departure is proving to be successful and less stressful to all. Further reviews will be conducted in the light of experience.

Reviewed & Signed: September 2013.