

Scoil Náisiunta Phádraig Naofa,

Avoca,

Co. Wicklow

18198A

**Tours will be arranged at the discretion of the class teacher.**

**Transport:**

The school/teacher organising the tour will ensure that:-

(a) A reliable and cost competitive bus supplier is hired/engaged.

(b) The bus suppliers and drivers accept the following conditions:

**Conditions of Hiring:**

(a) All transport supplied will be suitable and well-maintained and seat belts must be fitted. 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.

(b) 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.

(e) 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.

(f) Buses will be left as they were found

**Tour Kit:**

 The class teacher will take a tour kit on all outings. This will be available from the school. The kit will contain:-

 i) First Aid materials, refuse bags, newspapers, kitchen roll.

**Cost:**

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

**Venue:**

Tours will be booked in the 2nd term, for a date usually in May or June. Teachers will be conscious of the likely "busier" days e.g. Fridays

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".



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The teacher will familarise themselves with the venue, with particular reference to educational opportunities afforded, and services available (phone, toilets, emergency facilities).

A teacher will bring a mobile phone with them to deal with any emergencies that may arrise.

The staff will try to offer children a balanced range of tours and will include educational, activity and fun based learning over the childs life in primary school .

**Weather Conditions:**

Rain, head gear and a change of clothes may be necessary, depending on the venue. If weather conditions pose a difficulty to safety/enjoyment of the activity teachers may have to cancel the tour at short notice. Parents will be informed by text-a-parent.

**Uniforms:**

Teachers travelling together will decide whether uniforms or the school tracksuit should be worn. Pupils travelling on the tour will be phrobihited from bring items of personal property such as Mobile phones, jewellery, games etc.

**Conduct on Tours:**

Pupil's behaviour on tours will comply with the standard set down in the School's Code of Discipline and Behaviour. In certain circumstances parents may be asked to agree to a contract on behaviour.

Children are not allowed to bring mobile phones on tour under any circumstances. Sanctions will be imposed on any child that is found in possession of a mobile phone while on tour.

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). 2 staff members will be present on all tours. Parents may be asked to provide additional assistance, if required.



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**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).

* Children teachers parents and supporters are expected to uphold the ethos and good name of the school. Any disrespect, violence or foul language will be taken very seriously by the school management and may involve discipline by the Board.
* A first aid box will be brought to the fixture by the teacher.
* The teacher will have a mobile phone in her possession for direct communiction with the school.
* Children will be advised to bring their own supply of water as sharing of a bottle is not advised.

# TOURS CHECKLIST

**Before The Tour Check That: -**

* The venue is booked
* Transport is booked
* Individual parents have been informed of travelling embargo on disruptive pupils
* A timetable is organised
* Parents have been informed by standard letter - itinerary

 - timetable

 - cost

 - lunch arrangements

 - clothing necessary

* There is an agreement on - leader

 - spending money, if applicable

 - acceptable behaviour on bus

 - extra supervisors (minimum 15:1)

**Day of Tour Check That: -**

* Tour kits are available for each bus
* Have cheques for venues
* Have cheques for bus
* Have money for refreshments

**\*** Check tour kits contain - first aid materials,

- refuse sacks

- newspaper/kitchen rolls,

**After Tour**

Should the tour return to the school after the official closing time of the school at 3.00 p.m, teachers will ensure that all children have been collected at the designated collection point at the school gate.

**Ratification of Policy**

This policy will be reviewed by the Board of Management once in every school year.

This policy was adopted by the Board of Management on **27th September, 2016.**

Signed: Marian Canavan Signed: Mary Cahill

Chairperson of Board of Management Principal

Date: 27.09.2016 Date:27.09.2016

Date of next review: September 2019

A paper copy of the policy is available in the Principal’s office.