

School Tours /Excursions Policy 2012

Reviewed: January 2017

Part 6 of Code of Discipline 2012: Reviewed April 2014; Jan 2017 : Final Draft

MOYDERWELL MERCY PRIMARY SCHOOL

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:

Taking into account the age and interests of each class grouping, school tours will be arranged at the discretion of the class teachers. It is envisaged that during their time in primary school, pupils will have been exposed to a variety of tours and graded in educational value from Junior Infants to 6th class. Each class tour will be recorded annually to ensure variety and suitability and to avoid repetition.

Cost:

Teachers will ensure that the cost of the tour is reasonable and represents value for money. Parents will be given details of the cost and the itinerary as soon as possible and given the opportunity to pay in instalments, if requested. Children will also be encouraged to save towards the cost of the tour. Children **will not require** spending money on any of the tours, except for Overnight Away Outings i.e. The RDS Primary Science Fair in Dublin..

Venue:

Tours will be booked as early as possible to get suitable dates. If using buses, teachers will make suitable arrangements to ensure that each child is wearing a seat belt. The form of transport chosen will be appropriate to the distance and the numbers travelling. Tours will generally be in the Third Term. Teachers will be familiar with venues, particularly with reference to educational opportunities afforded and services available (phone, toilets, emergency facilities).

Weather:

Rain gear and a change of clothing may be necessary, depending on the venue and the weather on day of tour. Pupils will be responsible for their own belongings on the day.

Uniforms:

Children usually wear their school tracksuit or uniform for school-tours, field-trips, outings-away. Occasionally, depending on the nature of the outing, appropriate non-uniform clothes, such as leisure wear, may be more appropriate. Trip Coordinator will discuss this with the Principal beforehand, and the agreed arrangement will be delivered to parents by note.

Safety and Supervision:

Teachers will be extra vigilant when taking pupils out of the school. Special attention will be paid to Road Safety, behaviour on the bus; risks posed by particular venues (e.g. adventure playgrounds etc).

The minimum supervision ratio will be 15:1 (adult). Learning Support/Resource teachers and Special Needs Assistants will support class teachers as required.

Any child who is on medication e.g. asthma, must give it to the teacher in charge, in an envelope, clearly marked with child's name and administration instructions. Prior discussion with parent is advisable.

Mobile Phones & Devices:

In School-Time and Tours which do not require an Overnight:

Mobile phones are not necessary on tour days, as parents will have been notified of the itinerary in advance. However, if some pupils in senior classes require phones, they must comply with the in-school policy on mobile-phones 'Switch off his/her mobile phone and place in school bag. (The class teacher must receive a written note from parent in the Homework Journal to advise that their child has a mobile phone in their possession. The school takes no responsibility for theft or loss). The phone is confiscated for one week and kept with the Principal or Deputy Principal, if used. The parent is informed through the use of the homework diary. (See Code of Behaviour and Anti-Bullying Policy of January 2017 in relation to private and public usage).

Tour/Excursion Leaders will carry the school mobile phone for parental contact.

Over-Night Excursions: i.e. The RDS Primary Science Fair in Dublin

Limited access to personal mobile devices is permitted in consultation with Adult Group Leader, but absolutely no internet, Wi-Fi or use of apps which require data is allowed. Group Leaders keep the phones/mobile-devices and give to students for limited access time and usage. Where appropriate photographs are taken, these may only be shared privately with the people in the photograph after the excursion, if one so wishes. All downloads (music, videos,

games must be age-appropriate, and is the responsibility of the parent to oversee, before the outing takes place).

Tour/Excursion Leaders will also carry the school mobile phone for parental contact.

Conduct on Tours:

Pupils' behaviour on tours will comply with the standard set down in the school's Code of Discipline. 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 enjoyment benefit for self or others, the teacher may refuse the child permission to travel.

Parents will be advised of this in advance. Pupils will respect property and take home all lunch packaging etc.

Parents & Permission notes:

Class teachers will ensure that parents are given sufficient notice of

- Itinerary and timetable
- Cost
- List of clothing necessary and packed lunch
- School Mobile-Phone Contact Number which the Tour Leader will take.

Parents/Guardians will also be requested to sign a permission slip. Pupils will not be allowed to go on the tour, if permission slip hasn't been signed and returned to class teacher.

Tour Lists:

A folder of suitable tours for all classes is available in the school. Teachers may choose a venue suitable for their own class level or linked to some aspect of the curriculum relevant to the class. Activity days in sports venues are also popular choices, at teacher's discretion. Teachers will ensure that venues are suitable for pupils with special needs.

Reviews of School Outings:

After each tour, teachers will report back to the Principal on the suitability, value and enjoyment level of tour. This will determine future consideration.

Reviewed : January 2017

Next Review: Spring 2019

Date: _____

Signed: _____

Chairperson, Board of Management