

School Tours /Excursion Policy

Policy No. 18

It is the policy of the Board of Management of Cloonakilla N.S. that school tours and outings be conducted in line with the following considerations:

- ☐ School tours will take place each year for all children attending the school, taking into account the goodwill of teachers to accompany children and the ability of pupils to conduct themselves in a safe and responsible manner.
- ☐ The school aims to provide pupils with a variety of educational, cultural, sporting and recreational experiences during their time in the school. Tour destinations will be varied where possible to cater for a range of interests and experiences.
- ☐ School tours will not include visits to shopping centres due to the difficulties associated with adequate supervision and the unnecessary risks that may arise.
- ☐ All classes will be brought on age-appropriate outings at the discretion of the class teacher. From time to time, pupils may also attend shows, exhibitions, sporting events, guided tours and other curriculum-related activities.
- ☐ Third to Sixth Class pupils will normally participate in a full-day tour to a venue of educational and/or recreational value.
- ☐ Infant to Second Class pupils will normally participate in a school-day age-appropriate outing.
- ☐ The Principal, in consultation with the teachers involved, will decide the arrangements for all trips. Consideration will be given to the venue, activities, transport, supervision and the needs of the pupils to assess potential risks and make preparations that ensure the safety and wellbeing of all pupils and staff.
- ☐ The school's Code of Behaviour applies to all school-related activities, including school tours, outings and events. The school reserves the right to exclude from a tour any pupil whose behaviour gives rise to concern for their own safety or the safety of others. Any incidents occurring on a tour will be dealt with in accordance with the school's Code of Behaviour.

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- ☐ Parents will be provided with sufficient information in advance of each tour to enable them to give or withhold permission.
- ☐ All tours require the approval of the Board of Management.
- ☐ The Board of Management does not prescribe a fixed adult-to-pupil ratio for school tours. The Principal and organising teacher(s) will determine appropriate supervision levels based on the activity, venue, transport arrangements and the age and needs of the pupils attending.
- ☐ The school secretary will arrange the booking of venues and transport. All other organisational matters will be attended to by the class teacher(s).
- ☐ For day trips, the full cost of the outing will be collected by the class teacher. For more expensive trips, a system of saving may be established in advance to ease the financial burden on families.
- ☐ Parents will be notified of all relevant details regarding the outing well in advance.
- ☐ Teachers and SNAs will exercise particular vigilance when supervising pupils outside the school environment. Special attention will be given to road safety, behaviour on transport and any risks associated with specific venues or activities.
- ☐ Class teachers are responsible for taking a tour kit on all outings. The kit will contain a list of contact numbers for each child and a First Aid Kit. For children with intimate care needs / medical conditions a designated staff member will be present to administer medication if required.
- ☐ Based on age and venue teacher will agree and notify parents of the upper limit of spending money
- ☐ Pupils who do not go on the school tour will attend school and be supervised as per normal.
- ☐ Mobile phones, smart devices and gaming devices are not permitted on school tours, except on overnight tours. In such cases, pupils will have supervised access to their phones for up to one hour each evening. At all other times, phones will be held securely by teachers.

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Fieldtrips

- ☐ Fieldtrips that support and enhance the curriculum are encouraged. These may range from local walks in the community to organised visits to places of educational interest.
- ☐ The Principal must be informed in advance of any proposal to leave the school grounds.
- ☐ Teachers are encouraged to prepare pupils in advance of the trip and to carry out appropriate follow-up activities afterwards.
- ☐ Adequate supervision must be maintained at all times. Where necessary, an SNA or another staff member may accompany the class.
- ☐ Pupils should be suitably dressed for the activity and weather conditions, including appropriate footwear and rainwear where required.
- ☐ No child will be excluded from participation in any school tour, outing or fieldtrip due to a family's inability to pay.

Signed: _____

Date _____

Chairman, Board of Management, Cloonakilla N.S