

## School Outings/Tours/Excursions Policy - St. Patrick's Primary School



### 1. Introduction

This policy was drawn up by the management & staff of St. Patrick's Primary School, with the purpose of the policy being to inform the school community about best practice on school tours/outings. Also included in this policy are the guidelines for pupils, teachers and parents when going to a school event i.e. match, quiz, debate, historical trail etc.

### 2. Rationale

Our objectives in devising a policy on school tours/trips include:

- To benefit the intellectual, cultural and social development of our pupils.
- Ensuring children have a variety of school tour/outing experiences during their time in St. Pat's.
- To provide school tours or trips taking into account the age and interest of the children and the curriculum being covered.
- To afford all children the opportunity to go on school tours with their peers.
- Ensuring that tours are organised to the highest possible safety standards.

### 3. School Tour/Outings Procedures & Planning

At a staff meeting in Term 1, the staff (in conjunction with the Principal) will decide on tour locations for the year ahead. Where possible, classes will be pooled together in order to keep costs reasonable for families i.e. Junior Tour (Junior & Senior Infants), Middle Tour (1st/2nd/3rd class) & Senior Tour (4th/5th/6th class).

The school will endeavour to have all the classes in the school go on tour on the same day in June, in order to minimise disruption to supervision & timetables.

Teachers will ensure that parents are given sufficient notice of the school tour. Parents will be made aware of the following:

- Itinerary & Timetable

- Cost & deadline for payment (Every effort should be made to ensure that the cost involved does not prevent pupils from participating in the tour).
- Special clothing necessary and packed lunch (no glassware)
- Permission to attend the tour must be granted via Aladdin Connect. Verbal permission is not sufficient.

Supervision Arrangements: The number of adults who accompany the children on each tour will be at the discretion of the Principal and In School Management Team, with a higher teacher to pupil ratio on the junior tour than the senior tour.

#### **4. Smaller School Excursions - Quizzes, Blitzes, Library Visits etc.**

From time to time, classes or members of classes will take part in smaller school outings, such as library visits, quizzes, blitzes & debates etc. On these outings, the school uniform must be worn by the pupils. For this purpose, each family has been allocated with a consent letter for small excursions at the beginning of each year. The returned consent forms are stored in the secretary's office. Class teachers will notify the parents by text/Aladdin Connect in advance of the trip, and parents will be asked to notify the teacher if they do not consent for their son/daughter to attend.

Teachers will notify the Principal one week in advance (where possible), so that the Principal can approve the outing and assess its suitability for the pupils.

The lead teacher on the outing must sign the class & staff members out that are attending in the office prior to leaving, and sign back in upon returning. They will also text the Principal to remind them that they are leaving the school grounds.

#### **5. Behaviour on Tours/Outings**

The school's Code of Behaviour applies to all school related activities, including School Tours, Outings & Events. The school reserves the right to preclude from a school tour/trip any pupil whose behaviour is such as to cause concern for his/her own or others safety. All accidents and incidents on tours are dealt with in line with our school's Code of Behaviour.

#### **6. Policy of Inclusion:**

It will be our policy to include all children in school tours. Decisions on any exclusions rests with the class teacher in consultation with the principal.

#### **7. Transport:**

The transport for school tours will be arranged by the secretary, in consultation with the Principal & class teachers. Tenders are sought for all tours. The cost of the transport per child will be included in the overall cost of the tour.

For events on a smaller scale (blitzes/debates etc.) School will fundraise to provide transport for pupils.

All transport must have seat belts for each child, and each child must remain seated with a fastened seat belt throughout. Buses/Taxis will be left as they were found.

**8. Plan for dealing with Emergencies sick / injured children while on school trip:**

Follow the same procedures outlined in the school's Health & Safety Policy.

- Seek immediate medical attention, call an ambulance.
- Contact the injured child's parents.
- Phone the school and contact the principal / deputy principal.
- Teacher should accompany the child in the ambulance to the hospital.

**9. Roles and Responsibilities:**

The following will be responsible for the implementation of the policy:

Board of Management:

- To approve the policy
- To consider reports from the Principal on the implementation of the policy.

Principal & In-School Leadership Team

- Ensure that the policy is evaluated from time to time, and monitor its implementation.

Teachers/ Organisers of the School Tour/Trip:

- Remind students as to what is expected of them whilst away from the school.
- Remind students who require medicines to bring them on the tour/trip.
- Bring a first aid kit on tours/ to blitzes.
- Be extra vigilant when taking children out of the school, and special attention will be given to the following: children deemed as flight risks, behaviour on transport used.
- Take regular roll calls throughout the tour/outing.
- Keep records of all incidents.

Parents:

- To support the school policy in all aspects.

Students:

- Follow the school's Code of Behaviour at all times.
- Remain seated when travelling by bus/taxi/train with seatbelts on.
- Remain with their assigned group/teacher at all times.

## 10. Success/Implementation/Review

A copy of the External Coaches Policy policy is readily accessible on the school website. This policy will be reviewed as necessary by the staff and Board of Management of St. Patrick's Primary School.

This policy was ratified on 16th October 2024.

Signed: *Fr. Tony Finn (Chairperson of the Board of Management)*

Signed: *Róna Donoghue (Acting Principal)*

Date: **16/10/2024**

*\* Please note that the signed copy of this policy is in the school office*