**St Michael’s NS**

**Donaghmoyne *Telephone: 042 9662284***

**Carrickmacross *Email: donaghmoynens@eircom.net***

**Co. Monaghan *Website: stmichaelsns.ie***

***A81 EA37***

***Principal: Ms. F Whelan***

***Vice Principal: Mrs. R Campbell***

**School Tours/Excursions Policy**

**Introduction**

This policy was drawn up by the staff and circulated to the Board of Management (BoM) for ratification.

**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. Taking into account the age and interests of the children and the curriculum being covered school tours will be arranged by each class teacher at their own discretion.

**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**.**

**Transport**

All transport supplied, will be suitable and well-maintained. 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

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;

* If the weather conditions are unfavourable the group will have the use of the bus for sheltering or for eating lunch in consultation with the driver.
* The 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
* Buses will be left as they were found

**First Aid Kit**

Teachers/ staff will take a tour kit on all outings.

**Cost**

The staff/ BOM will ensure that the cost of the tour is reasonable and represents value for money. All children will be actively encouraged to save towards the cost of the tour. The possibility of paying the tour in instalements will be indicated to parents.

**Spending money**

The principal and teachers together will agree and notify their group of the upper limit on spending money (if required). This will be based on age and venue.

**Venue**

Tours will be booked early in the 2nd term for a date in the 3rd term. Teachers will be conscious of the likely "busier" days. The venue will be chosen by the staff at a meeting.

**Weather Conditions**

Wet gear may will be essential for all children and a change of clothes may be necessary, depending on the venue. Similarly, in the case of hot weather, children may need sunscreen, sun hats etc

**Uniforms**

Staff will decide whether uniforms should be worn and will notify parents in advance.

**Conduct on Tours**

Pupils’ behaviour on tours will comply with the standard set down in the School's Code of Positive Behaviour. In advance of the school tour, where a child continuiously breeches the code of discipline and 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.).

**Informing Parents**

Teachers will ensure that Parents are given sufficient notice of;

* Itinerary & Timetable
* Cost
* Special clothing necessary and packed lunch

**Policy Content**

It has been the policy of the school that all classes will go on school tour on the same day and to the same venue. Activities provided may vary.

The tours are structured in such a way as to provide an educational aspect in addition to an entertainment and recreational value.

* 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

**Review**

The policy will be reviewed annually.

Ratified by the Board of Management in September 2018.

Signed: \_\_\_\_\_\_ Pat Boylan \_\_\_ (Chairperson)

Date: September 2018