Rationale

 School tours are part of the school year and form a very important part of a pupils school experience. Taking into account the age and interests of the children and the curriculum being covered, school tours will be arranged by the school to present the children with a new environment in which they can observe, investigate and relate their findings to their own environment.

* Tours should always have an educational element
* The class teacher will book, arrange transport and send payment notifications to the parents via Komeer/ note. Teachers will liaise with the school secretary to outline any specific requirements of the trip
* Cost of tour should be a determining  factor
* Tours should be booked only after approval by Príomh Oide /Leas Phríomh Oide and ensuring that insurance and safety issues have been complied with
* To facilitate supervision and ‘break time’ while on tour teachers of pupils of similar age should consult and co-operate

* School tracksuit should be worn leaving the school - other suitable clothing may be brought

* Healthy Eating policy will apply to tour days. Children will be allowed to bring a small treat

* At least two adults (one of whom will be a teacher) will accompany each tour. Max ratio 20 pupils to 1 teacher

* The duty-of-care remains the same for tour days as for school days for as long as the tour lasts. The teachers are in loco parentis.i.e. teachers responsibility for direct supervision remains for the duration of the tour irrespective of helpers available at the venue

* A standard letter of invitation to participate in a school tour is available and must be sent to all pupils where the tour finishes within normal school hours

* Where tours are likely to go beyond normal school hours parents must be notified of estimated time of arrival

* Where tours involve the purchase of cooked food the caterer must be notified by the class teacher of any and all dietary requirements and allergies

* Modifications (e.g. extra supervision) may be made where tours extend beyond normal school hours

* Parents/guardians must give consent before children will be brought on tour

* Pupils with S.N.A.’s should be accompanied by S.N.A. on trips

* A charged mobile phone with school and parental contact details should be brought on all trips.

**Equality of Access**

* Teachers will ensure that venues are suitable for pupils with additional needs, physical disabilities or other individual considerations. Teachers should consult with the Principal about choice of venue if there are any queries of accessibility for individual children

**Conduct on Tours**

* Pupils’ behaviour on tours will comply with the standard set down in the School’s Code of Behaviour.  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 benefit for self or others, the teacher may refuse the child permission to travel.  Parents will be advised of this in advance.

**FIELD TRIPS**

* Field trips are tours directly related to the school curriculum and usually involve one class group.
* Two adults will normally accompany a class group - one of these must be a teacher.
* Notice should be given to parents to inform them of destination and

purpose of trip . Parental Permission must be sought for each trip. Notice must be given of estimated time or arrival in the event of return later than dismissal time.

**Success Criteria**

* Positive experiences for all
* Children having a safe enjoyable learning experience
* Teacher/Parent Satisfaction

This policy was completed and ratified by the Board of Management on 15th December 2021.

It will be reviewed every 4 years/ if need arises.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal

Chairperson, Board of Management

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_