



*Scoil Mhuire Gan Smál  
New Inn,  
Cashel,  
Co. Tipperary.*

*Phone/Fax (052) 7462122*

### **Tours/Outings Policy**

Taking into account the age and interest 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 will be arranged at the discretion of the school tour organiser.

#### **Transport:**

The transport organiser of the tour will ensure that:-

1. Tenders are sought for all tours.
2. A form of transport, appropriate to the distance and the numbers travelling will be chosen.
3. The bus company/suppliers and drivers accept the following conditions.

#### **Conditions of Hiring**

- 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 that the safety of the children is compromised
- The group will have access to the bus for the full day.
- If the weather conditions are unfavourable the group will have the use of the bus for sheltering or for eating lunch.
- The incidental 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.

## **Tour Kit**

- Leaders will take a tour kit on all outings. These will be available from the office. The kit will contain :
  1. First Aid materials, refuse and illness bags.
  2. Tip for driver (teachers will use their own discretion)
  3. List of contact numbers for each pupil.
  4. Emergency contact list

## **Cost:**

The teachers 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.

## **Venue:**

Tours will be booked in the 2<sup>nd</sup> term or early 3<sup>rd</sup> term for a date between late May and late June. Teachers will be conscious of the likely "busier" days.

## **Weather Conditions**

Rain and head gear will be essential for all children and a change of clothes may be necessary, depending on the venue.

## **Uniforms**

Junior tour to wear school uniforms while senior tour may wear regular clothes.

## **Reports**

Where problems arise with either venue or transport teachers will report back to the transport/tour organiser who will in turn discuss it with the Principal.

## **Conduct on tours**

Pupil's 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 benefit for self or others, the teacher may refuse the child permission to travel. Parents will be advised of this in advance.

## **School Closure**

The school is permitted a one day closure for school tour - this closure may be on the day of the Junior or Senior Tour, depending on pupil numbers and staff supervision requirement.

### **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.)

- Extra staff will accompany the Junior Tour
- SNA will accompany where necessary

- **Valuables & Money**

- A small amount of money on Senior Tour
- No money or valuables on Junior Tour. Phones/Camera's etc brought at children's own risk.
- Senior pupils bring mobile phones at their own risk.

### **Informing parents**

Teachers will ensure that parents are given sufficient notice of:

1. Itinerary & timetable
2. Cost
3. Special clothing necessary and packed lunch (no glassware)
4. In the event of a pupil being on medication (eg Insulin) parents will be contacted in advance and suitable, agreeable arrangements made.

Parents will be required to sign a consent form.

It was ratified on: 26/5/04

Signed By: Fr. John O' Connell, Chairperson, B.O.M.

Reviewed on: 29/4/13

Signed: Fr. Michael Kennedy Date: 29/4/13

Reviewed on : 29/9/17

Signed : Breda Hickey Date: 4/12/17  
Chairperson, Board of Management



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## **SAMPLE TOURS**

### **Junior Tour - Junior Infants to 1<sup>st</sup> Class**

- Parsons Green
- Fota Island
- Sports Complex Tipperary
- Hots Shots, Clonmel
- Excel Tipperary
- Cooper Coast farm
- Kilmeaden Railway

### **Senior Tour - 2<sup>nd</sup> to 6<sup>th</sup> class**

- Dublin: eg Zoo, Aquatic Centre, Kilmainham Jail, Chocolate Factory
- Waterford: eg Surfing, Splashworld
- Clare: eg Surfing Lahinch