



St. Louise de Marillac Primary School, Drumfinn Rd.,  
Ballyfermot, Dublin 10

## **School Tours/Fieldtrips Policy**

### **Introduction**

This policy was drawn up by the staff and circulated to the Board of Management (BoM) and Parents Association for observations and feedback. 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 will be arranged at the discretion of the class teacher.

### **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.

### **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.

### **Policy Content**

It has been the policy of the school over the years to organise separate tour dates and destinations for each class level, i.e. all classes in second class will go on tour together.

The tours are structured in such a way as to provide an educational aspect in addition to an entertainment and recreational value. It has been recent school policy to limit shopping in shopping centres due to the unnecessary dangers children might be exposed to and the difficulty in providing adequate supervision.

No teacher is responsible for more than 15 pupils. It is school policy insofar as possible to assign individual groups of 10 children approximately to individual teachers/staff members. This becomes possible as support and special education teachers accompany mainstream classes on school outings. SNAs will be assigned to pupils with special education needs. If there is flexibility for the SNA to be used for supervision of more pupils, this will be arranged in consultation with the teachers involved. Parents, student teachers, staff on work experience may be requested to accompany the tour to act as an extra pair of adult helping hands.

- Children must obey their supervisors at all times
- Children must remain seated and wear their seat belt 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

### **Success Criteria**

- Positive experiences for all

- Children having a safe enjoyable experience
- Teacher/Parent satisfaction.

### **Tour Organiser**

One teacher at each class level will agree to be the 'tour organiser.' He/she will agree to organise booking of venue, transport and the completion of relevant paperwork. (See Appendix B).

### **Transport**

The tour organiser will ensure that:

- Tenders/quotes from at least two bus companies are sought for all tours
- A form of transport, appropriate to the distance and the numbers travelling, will be chosen
- The bus company/suppliers and drivers accept the following conditions:

### **Conditions of Hiring**

All transport supplied, will be suitable and well-maintained. Buses booked for tours/trips must be fitted with individual seatbelts and these should be worn by all children. Teachers have the right to refuse to use 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.

- 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 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.

The exception to these conditions is where, for convenience and cost reduction, teachers opt to use Dublin Bus regular buses for their trips to town. If a teacher is planning to avail of Dublin Bus he / she must ensure "stranger danger" lessons from the Stay Safe programme are taught prior to the trip. A ratio of 10 children to 1 adult will implemented on such trips in so far as possible as resources allow.

### **Tour Kit**

Tour organisers will take a tour kit on all outings. The kit will contain:

- First aid materials (waist backpack available from the storeroom), refuse and illness bags, newspapers, kitchen roll
- Mobile phone
- List of emergency contact details of children
- Maps of the locality, an umbrella, sun protection if deemed necessary
- Money to buy parents/adult supervisors coffee while on tour (if applicable) or a flask of hot water, tea bags, milk and biscuits

Hand-made thank you cards will be sent by relevant teacher/children after the tour to any parent/adult supervisors.

### **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.

No child is to be refused participation in any proposed tour/activity because of family inability to pay. The class teacher should discuss the matter confidentially with the principal or HSCL teacher and arrangements will be made to subsidise from school funds where necessary.

In regard to discretionary spending money, teachers travelling together will agree and notify their group of a complete ban or of the upper limit on any such spending money. This will be based on age and venue.

### **Venue**

Tours will be booked in the 1st or 2nd term for a suitable date in the 3rd term. Teachers will be conscious of the likely "busier" days. As more than one class travels, one teacher will accept the role of "organiser". This teacher will be "au fait" with the venue, with particular reference to educational opportunities afforded, and services available (toilets, emergency facilities).

### **Weather Conditions**

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

### **Tours List**

A list of suitable venues for tours for all classes will be available from the school office file and a list is included in **Appendix A**. These will be grouped according to age suitability. Teachers may choose a venue suitable for their own level or lower, but not from levels above. A record of where each class went each year will be stored in a file in the secretary's office. Teachers should ensure that the class do not repeat a tour to any venue for at least three years. However, it may be suitable to repeat a tour e.g. to Dublin Zoo, museums, at least twice in a child's time in primary school, with a more in-depth focus in senior classes. Teachers will ensure beforehand that venues are suitable for pupils with special needs where applicable.

### **Uniforms**

Teachers travelling together will decide whether uniforms/tracksuits should be worn.

### **Reports**

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

### **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.

### **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.). The minimum supervision ratio will be 15 (children):1 (adult).

### **Informing Parents**

Teachers will ensure that parents are given sufficient notice of:

- Itinerary & timetable
- Cost
- Special clothing necessary and packed lunch (no glassware).

### **Fieldtrips**

Fieldtrips which relate to a particular curricular area are encouraged. These trips can range from simple walks around the school to organised trips to relevant places of interest. The principal must be informed in advance if it is proposed that a class leave the school grounds and it should be entered in advance on the shared school calendar.

Teachers are encouraged to plan and prepare children in advance of the trip and to carry out some follow-up work in the classroom following the fieldtrip.

Teachers should ensure adequate supervision at all times. Where necessary, a member of the Special Education Team, an SNA or parent / guardian should accompany the class on the trip. Children should be appropriately dressed for the fieldtrip e.g. raingear, suitable footwear etc.

No child is to be refused participation in any proposed activity because of family inability to pay. Teachers should bring an adapted tour kit as necessary, to include as a minimum a first aid kit and list of contact numbers.

### **Records of Tours/Outings/Fieldtrips**

**Appendix B** should be used as a template by tour organisers for each tour/outing/fieldtrip. It can be adapted as necessary. It should be returned for filing after each trip to the school secretary.

**Appendix C** has a checklist for planning tours/outings.

The staff of St. Louise de Marillac Primary School has an agreed systematic cycle of review of policies whereby new policies are reviewed after one year and subsequently every three years.

In line with the above, this policy will be reviewed in the academic year 2019-2020 and subsequently every three years, unless changes are required by legislation or other needs arise before then.

The policy was ratified by the Board of Management on 11<sup>th</sup> February 2020.

Signed:   
(Chairperson of Board of Management)

Date:11/2/2020

## **Appendix A**

### **Suggested Venues for School Tours**

#### **Suggestions for Infant Tours**

- Newbridge Farm
- Farm in the Naul
- The Zoo
- Magician in outside venue (Cuckoo's Nest Theatre)
- Newbridge House (farm yard and picnic)
- Lambert's Puppet Theatre.

#### **Suggestions for 1st/2nd Class Tours**

- Glendalough/Annamoe Trout Farm
- Smarmore Castle & Trip to Seashore or Farm
- Aquarium, Bray
- Newbridge Farm, gardens, House and Forest Walk
- Chocolate Warehouse
- Causey Farm Experience, Co Meath
- Larchill Garden and Rare Breeds Farm, Kilcock
- Places of interest in town - Museum, Gallery, picnic in St. Stephen's Green

#### **Suggestions for 3rd & 4th Class Tours**

- Trinity College, Dublin Castle, Christchurch Cathedral
- Little Museum of Dublin
- Newbridge House - Gardens & Farm
  - Beach (weather permitting)
  - Forest Walk
- Glendalough - Fish Farm, Powerscourt
- Russborough House & Avondale
- Newgrange - Tomb
- Japanese Gardens, National Stud, Kildare
- Castletown House - Celbridge, Butterfly farm
- Drogheda - St Oliver Plunkett's Head, Millmount Museum
- Sonairte
- ESB House - Fitzwilliam Street, Dolls' Museum
- Tayto Park
- Clara-Lara Fun Park
- Wexford Heritage Park.

#### **Suggestions for 5th & 6th Class Tour**

- Aquarium Portaferry, Armagh, Tara
- Belfast Titanic Exhibition
- Sonairte & Laytown Beach
- Dublin Castle & Christchurch
- National Concert Hall
- Jeanie Johnston Replica Famine Ship & Viking Splash Tour
- Kilkenny
- Croke Park
- Malahide Castle & Railway Museum
- Maritime Museum

- Newbridge House
- National Gallery
- Glasnevin Cemetery Museum
- 1916 Rebellion Walking Tour ([www.1916rising.com](http://www.1916rising.com))
- Hill Walk
- Coca-Cola factory, Glanmore Foods factory
- Marble Arch Caves/UlsterAmerican Folk Park.

## Appendix B

### RECORD OF EDUCATIONAL TOURS/OUTINGS (TO BE COMPLETED BY TOUR ORGANISER PRIOR TO TOUR)

CLASS LEVEL: \_\_\_\_\_

PROPOSED DATE: \_\_\_\_\_

PROPOSED TIMES OF DEPARTURE \_\_\_\_\_ AND RETURN \_\_\_\_\_

PROPOSED ITINERARY/VENUE \_\_\_\_\_

NUMBERS OF PUPILS TRAVELLING \_\_\_\_\_

NUMBER	AND	NAMES	OF	ADULTS	TRAVELLING
_____		_____		_____	_____
_____		_____		_____	_____

### CONTENT

1. What are the aims/objectives of the outing?

.....

2. What are the long/short term activities planned to achieve these aims/objectives?

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3. What activities are planned for the venue(s) visited?

.....

4. What follow-up activities are planned?

.....

### COST

1. What is the cost involved (per child)?

(a) Transport € \_\_\_\_\_ (c) Spending € \_\_\_\_\_

(b) Venue € \_\_\_\_\_ (d) TOTAL € \_\_\_\_\_

2. Has a Saving Scheme taken place in class?

.....

3. What provision has been made for those who may not be able to afford the cost?

.....

**SUPERVISION**

1. What ratio of supervision is necessary? (minimum 15/1)

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3. What arrangements have been made for children with special needs (if any in class)?

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4. What alternative arrangements been made in the event of inclement weather?

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Signed by Tour Organiser.....

Date:.....

Post-Tour Reflections/Comments: (Optional, but may be useful for planning of future tours)

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## **Appendix C**

### **SCHOOL TOURS CHECKLIST**

#### **Before the tour**

- Venue booked
- Transport booked
- Individual parents informed of travelling embargo on disruptive pupils if applicable
- Timetable organised
- Parents informed by standard letter
  - itinerary
  - timetable
  - cost
  - lunch arrangements
  - clothing necessary

#### **Agreement on**

- Tour organiser
- Spending money
- Acceptable behaviour on bus
- Extra supervisors (minimum 15:1)
- Appendix B completed by tour organiser and filed in the school office

#### **Day of Tour**

Tour leader will ensure;

- \*Tour kits are available for each bus
- Cash/Cheques for venues
- Cash/Cheques for bus
- Money for coffee
- Tip for drivers (at teacher's discretion)

#### **After Tour**

- Report back to office
- Complete tour record comments/reflection and return to Jackie for filing
- Send thank you cards to parents etc

Signature of Tour Organiser.....

Date.....

\* *check tour kits contain*

- *First aid materials (waist backpack available from Room 8), refuse and illness bags, newspapers, kitchen roll*
- *Mobile phone*
- *List of emergency contact details of children*
- *Maps of the locality, an umbrella, sun protection if deemed necessary*
- *Money to buy parents/adult supervisors coffee while on tour (if applicable) or a flask of hot water, tea bags, milk and biscuits*
- *Tip for driver (teachers will use their own discretion)*