

# School Tours Policy

## **Title:**

St. Kevin's N.S., Greystones - School Tours Policy

## **Introductory Statement:**

This policy was formulated as part of St. Kevin's N.S. School Development Planning programme.

## **Rationale:**

The School Tours' policy was revised at this time to:

- A) Review existing practices and procedures in relation to School Tours
- B) Document same, and to ensure clarity of purpose and best practice in relation to the organisation of Educational School Trips.

## **Aims:**

The primary aim of this policy devolves from DES Circular 12/79, which states that:

*'The objective of educational tours for schools should be that they be of benefit to the intellectual, cultural and social development of the pupils taking part in them, and any activity, in connection with a tour, which is in conflict with this objective, is to be avoided'.*

## **Tour Venues:**

*School Tours in St. Kevin's fall into two categories:*

1. Tours which are part of St. Kevin's Arts Policy, i.e.
  - Visits to Irish Museum of Modern Art - First Classes.
  - Visits to the National Gallery of Ireland - Fourth Classes.
  - Visits to the National Concert Hall (Music in the Classroom) - Second & Fifth Classes.
  - Visits to a Theatre for a Drama performance - Third Classes.
2. Annual Tours which fulfil the educational objectives as outlined in this policy's aims. These tours will take place in the final term and will vary to ensure that there is a broad range of curricular experiences. Although not exhaustive, the following is a suggested programme:

Junior Infants - Knocksink Woods

Senior Infants - Airfield

First Class - Dublin Zoo

Second Class - Airfield

Third Class - Ferrycarrig

Fourth Class - Greenan Maze

Fifth Class - Croke Park

Sixth Class - Baltinglass

### General Guidelines:

- Arts' Tours (Tour Venues 1) are an intrinsic part of the Drama, Visual Arts & Music curricula. To ease the financial demands of such outings, St. Kevin's Parents' Association subsidise the transport costs incurred. This limits the cost to entrance/ticket admissions (if applicable).
- For end of year outings (Tour Venues 2), parental consent is required. Notification of these "end of year" tours, including costing, will issue in advance of the outings. School tour consent gives the teacher the right to authorise any medical or surgical procedure necessary, in the event of an emergency.
- Funds are collected by the class teacher, recorded & balanced, before they are sent to the office.
- The Board of Management are conscious of the added financial burden of school trips. Discretion will be used if financial difficulties are brought to the attention of the school Principal.
- Level of supervision - see supervision policy.
- Code of conduct on tours - pupils are subject to St. Kevin's Code of Behaviour. School Uniform (Formal/ Sport, as agreed) is worn on tour.
- Use of electronic equipment - mobile phones, hand held computer games, i - pods etc. is restricted as per the normal school day.
- Pupils who choose not to participate in the end of year tours are accommodated in other classes on school tour days.
- Pupils should adhere to the Healthy Eating policy, although small treats are allowed on these special occasions.
- Parents (and others) assisting with supervision should always be accompanied by a teacher. For the supervision of toilet use, a second authorised adult should remain in the vicinity. Overall responsibility for the pupils rests with the teacher(s) as it would on a normal school day.
- In exceptional circumstances, two parent volunteers should work together to supervise a small number of children e.g. bringing children to the bathroom etc. - See Child Protection Policy.
- In order to maximise children's participation, certain tours such as 1st Class Zoo Trip etc., require that children be divided into small groups led by parent volunteers. Such small groups should remain in the vicinity of the main group to ensure that they are under the supervision of a staff member at all times.

- Channels of contact should be established between the class teacher & the school office before classes embark on their school tour.
- When tours finish later than 2.30p.m., teachers should request written permission in advance for children from Second - Sixth Classes who wish to walk home from school.
- Pupils should not bring any spending money on a school trip.