

St Lorcan's BNS Palmerstown School Tour Policy Statement
Updated on 23rd May 2023

1. Introduction

This policy has been developed to implement the support structures and arrangements in order to engage appropriately with our external tour providers. This enables the school staff and tour providers to plan and provide effectively and appropriately for the educational, physical and special educational needs of our pupils.

2. Rationale

The priority objectives in devising this policy on school tours are as follows:

1. To document best practice in relation to the planning, preparation and attendance of school tours
2. To ensure that tours are organised and completed safely.
3. To arrange for educational experiences that cannot be provided for in the normal school or community setting.
4. To avail of a range of educational endeavours; cultural, sporting, local interest, topical/current affairs etc.
5. To provide for a range of experiences across the different class streams that are age and ability appropriate.
6. To ensure that tour destinations and transport are inclusive and cater to the needs of our pupils.

This policy was drawn up by staff in consultation with and ratified by the Board of Management on 23rd May 2023 and circulated to St. Lorcan's BNS Parents Association for their consideration.

3. Policy Aims

1. to comply with Circular 12/79 in which it is stated "The Objective of educational tours should be of benefit to the intellectual, cultural and social development of the pupils."
2. to present the children with a new context and environment for learning
3. to prescribe tours or trips that take account of the age and interest of the pupils and integrate with curricular content
4. to provide for all pupils' participation in school tour endeavours and activities where possible

4. Tour Arrangement

In relation to planning and preparation of school tours, the following should be noted:

- School Tours are arranged at the discretion of the mainstream class teachers this must be done in a timely manner in Term 2 ideally or early in Term 3.
- Where possible, tenders or quotations will be sought to ensure value for money.

- Note should be made of weather forecasts and planning should include suitable clothing or change of clothing where appropriate.
- The principal must be notified of proposed dates for annual school tours prior to confirmation of the proposed date
- The principal must be notified of any additional/incidental school tours that may occur within the Palmerstown or Greater Dublin Area at all times prior to the proposed date of the tour.

In relation to transport, the following should be noted:

- All transport in relation to the annual school tour will be booked by the school's administrator.
- The transport arrangements will put pupil safety to the fore above all other concerns including cost. In the case of new transport operators, new assurance may be required that all vehicles are appropriately equipped, serviced and well maintained.
- Teachers have the right to refuse to use any bus they find unsuitable for their outing. A replacement bus can be requested and the matter should be brought immediately to the attention of the Principal.
- The vehicle driver should have 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 safety of children is compromised.
- In general, children are not permitted to consume food or drink on the bus to prevent spillages.
- Behaviour and noise on the bus should never interfere with the driver's ability to concentrate on the road and operate the vehicle.
- No pupil mobile phones or recording devices are allowed. If any pupil is found to have such an item on their person, it will be confiscated straight away.

5. Teacher's Tour Kit

Teachers should ensure they bring the following with them:

- First Aid Kit, refuse bags, illness bags and clean up kit
- Mobile Phone
- Up to date Parent/Guardian contact details
- Pupil medication specific to boys' various medical issues e.g. Epipens, Ventolin inhalers, allergy & hay fever medication, Midazolam. Teachers' must be familiar with the serious medical issues relevant to boys in their class.
- A list of students known to suffer from travel/motion sickness

6. Student's Tour Kit

- SPF must be applied by parents/guardians at home. Teacher's cannot apply SPF to pupils. Pupils may carry a small bottle of SPF if they need to top up SPF depending on the nature of the weather, tour type if it involves water sports etc.

- Pupils may require a full change of clothing and/or towels for some tours. Notice for this will be given in advance of the tour.
- Spending money if required. Teachers on tour will notify parents and pupils of the upper limit on spending money should it be required.

7. Tour choice

A list of suitable tours for all classes will be available in the appendix of this policy. The list is simply a guide and other approved educational tours may be selected by teachers. These may be added to this list in order to broaden the scope of opportunities available to the pupils.

8. School Uniforms/School Tracksuit

The mainstream class teachers will decide in advance on whether school tracksuit or uniform will be required or whether spare clothing is required.

9. Policy of Inclusion

It will be our policy to include all children in school tours. Decisions on any exclusions rests with the class teacher in full consultation with and supported by the principal. As the tour is considered a privilege and a reward for the year's hard work, the behaviour of the pupils must be in accordance with the "Towards Positive Behaviour Policy". This privilege, in specific circumstances may be removed at the discretion of the teacher in consultation with the principal. The health and safety of all pupils is always the primary concern of the school staff on tour. Where a pupil's potential behaviour could disrupt the tour or represents a risk of danger to the pupil, his peers, staff or others, the mainstream class teacher may decide to exclude a pupil from the tour. Parents concerned will be informed and any monies that are refundable (not part of a non-refundable deposit).

10. Incidents

Where issues arise in relation to a school tour, the class teacher in charge will report back to principal. This will take place either with a phone call from the tour, or speak with the principal once the tour has returned to school depending on the seriousness of the incident.

11. Behaviour on Tours

Pupil's behaviour will comply with the standard agreed within the "Towards the Code of Positive Behaviour" policy. The class teacher may refuse a child permission to travel if he/she believes there is potential for disruption to the good conduct of the tour. This decision is not taken lightly, will be in consultation with the school principal and parents will be advised in advance of such a decision.

12. Safety and Supervision

Teachers will be extra vigilant when taking children out of the school. Special attention will be paid to road safety, behaviour alighting and boarding buses/while in carparks, behaviour on the bus and risks posed by particular venues such as adventure tours. Pupils are expected to follow all instructions given by teachers at all times. The supervision ratio will be as close to 10:1 as is feasible including teachers and SNAs. Non-teachers/parent volunteers or

substitute teachers will require full Garda Vetting or in its absence, will make to undertake a statutory declaration.

13. Plan for dealing with Emergencies: sick/injured children while on a school trip

1. Seek immediate medical attention, call an ambulance
2. Contact the sick/injured child's parents.
3. Contact the Principal/Deputy Principal or the Designated Liaison Person
4. A teacher should accompany the child in the ambulance to hospital (once the parent has given prior consent).

14. Informing Parents

Teachers will ensure that Parents/guardians are given sufficient notice of:

1. Itinerary and Timetable
2. Cost and deposit (especially if non-refundable)
3. Any special clothing required
4. Packed lunches and permitted food on tour day
5. Permission Slips which are to be signed and returned
6. Spending money if at all required

Remember: The pupil cannot go on tour without a permission slip!

15. Tours

There will be one annual school tour per standard (e.g. Sixth Classes x 2) at the end of the year. These typically take place in June.

There will be one other trip planned well in advance per standard during the school year, prior to the main tour.

Other discretionary and excursions may take place throughout the year within the local area or Greater Dublin Area E.g., Waterstown Park, Mill Lane, Lucan/Palmerstown/Tallaght Libraries, National Museum of Ireland, The Botanic Gardens. Some of these tours may require private transport or may avail of Dublin Bus transport. Some tours and excursions are accessible by foot.

Signed:



Chairperson

Date: 23rd May 2023

Sinéad Greally
(Acting Principal)

Date: 23rd May 2023

Appendix 1

Junior and Senior Infant Tours:

1. Newgrange Farm, Newgrange, Co. Meath.
2. Causey Farm, Athboy, Co Meath.
3. Airfield Estate, Dundrum, Dublin 14.
4. Imaginosity*, The Beacon Quarter, Dublin 18.
5. Newbridge House, Gardens and Farm, Donabate, Dublin.
 - a. Beach (weather permitting)
 - b. Forest Walk
6. Glenroe Farm, Kilcoole, Co. Wicklow.
7. Clonfert Pet Farm, Maynooth, Co. Kildare
8. Lullymore Heritage Park, Lullymore, Co. Kildare.

1st and 2nd Class Tours:

1. Pine Forest Arts Centre, Kilcullen, Dublin 18.
2. The Crystal Maze, Kilmainhamwood, Co. Meath.
3. Fort Lucan, Lucan, Co. Dublin.
4. Causey Farm, Athboy, Co. Meath
5. Newgrange Farm, Newgrange, Co. Meath.
6. Avon Rí, Blessington, Co. Wicklow
7. Belmont Demesne, Co. Wicklow.
8. Clara Lara, Roundwood, Co. Wicklow.
9. Jump Zone, Liffey Valley SC, Dublin 22.
10. Dublin Zoo, Phoenix Park, Dublin 8.
 - a. Phoenix Park Picnic

3rd and 4th Class Tours:

1. Dublin University & The Book of Kells (Trinity College Dublin)
2. Dublin Castle
3. Christchurch Cathedral, Dublinia and St. Audeon's Gate.
4. The National Museum of Ireland:
 - a. The Museum of Decorative Arts and History, Collins Barracks, Dublin 7.
 - b. The Museum of Archaeology and History, Kildare Street, Dublin 2.
 - c. The Museum of Natural History, Merrion Row, Dublin 2.
5. The National Botanic Gardens, Glasnevin, Dublin 9.
6. Glendalough Co. Wicklow
 - a. Fish farm
 - b. Powerscourt Demesne and Gardens
7. Croke Park, the GAA Museum
 - a. Phoenix Park Picnic

8. The Ashtown Visitor Centre
 - a. Phoenix Park Picnic
9. Newgrange Monument Tour (booking through Brú na Bóinne Visitor Centre)
 - a. Funtasia Waterpark, Drogheda.
10. Sonairte Ecology Centre, Laytown, Co. Meath
11. Drogheda –St. Oliver’s Head in St. Peter’s Parish Church, St. Laurence’s Gate, The Millmount Museum.
 - a. Funtasia Waterpark, Drogheda.
12. The Battle of the Boyne Site Oldbridge Co. Meath
 - a. Funtasia Waterpark
13. Causey Farm, Athboy, Co Meath* change of clothes required.
14. The Kildare Maze, Prosperous, Co. Kildare.
15. National Aquatic Centre Blanchardstown, Dublin 15.
16. Castletown House Demesne, Celbridge, Co. Kildare.
17. The Crystal Maze, Kilmainhamwood, Co. Meath.
18. Clara Lara, Roundwood, Co. Wicklow.
19. Lilliput Adventure Centre, Lough Ennell, Co. Westmeath.
20. National Heritage Park, Ferrycarraig, Co. Wexford.

5th and 6th Class Tour:

1. Carlingford Adventure Centre, Carlingford, Co. Louth* change of clothes required
 - i. Dundalk Stadium
 - ii. McDonalds
2. Redhills Adventure Centre, Knocknagalliagh, Co. Kildare.
3. Ulster American Folk Park, Omagh, Co. Tyrone.
4. Sonairte Ecology Centre & Laytown Beach, Laytown, Co. Meath
5. Christchurch Cathedral, Dublinia and St. Audeon’s Gate, Dublin 8. (St. Lorcan’s Feast Day November 15th).
6. Dublin Castle and , Dublin 2.
7. National Concert Hall, Earlsfort Terrace, Dublin 2.
8. Kilkenny Castle, Co. Kilkenny
9. Castlecomer Adventure Park, Castlecomer, Co. Kilkenny.
10. Croke Park & GAA Museum.
11. Maritime Museum, Dun Laoghaire pier & Teddy’s Ice Cream, Dun Laoghaire, Co. Dublin
12. Malahide Castle Demesne & Railway Museum.
13. National Gallery of Ireland, Dublin 2.
14. Trim Castle, Trim Co. Meath.

15. Hill of Tara, Tara, Co. Meath.
16. Loughcrew Cairns, Loughcrew Gardens, Oldcastle, Co. Meath.
17. Emerald Park, Curragha, Co. Meath.
18. Zip It, Tibbradden, Co. Dublin.
19. The Crystal Maze, Kilmainhamwood, Co. Meath.
20. Clara Lara, Roundwood, Co. Wicklow.

- All tours must be educational in nature.
- In arranging school tours, teachers are reminded to inform Principal at least 8 weeks before tour takes place.
- Notification should be sent to each parent/guardian indicating the nature of the tour, activities if any involved, time of departure from school and expected time of arrival back.
- Parents/guardians must provide an up-to-date contact number and where relevant; permission where children are allowed to walk home alone from school grounds following the tour for senior pupils.
- Under no circumstances will a child be allowed to attend a school tour without a permission slip with signed consent by parents/guardians, even if the full balance of the tour has been paid.
- No pupil is permitted to bring their mobile phone or any device which can record videos/sound on tour.
- Any child who is on medication, must give it to their teacher for safekeeping in an envelope with child's name and instructions. Some medications may only be administered by trained personnel be it a child's SNA or mainstream class teacher or SET. Only the trained/designated person may administer medication in this instance. Teacher's must be familiar with medical conditions of their own pupils and plan accordingly.
- It is the duty of each teacher to ensure that the transport being provided is safe and adequate for the number of pupils.
- Pupils must be adequately supervised while on tour, the levels of supervision will depend on the ages of the students and the nature of the tour.