



Policy on Tours / Outings

Tours will be arranged at the discretion of the class teacher and with the prior permission of the School Manager

Transport

The transport organiser of the tour will ensure that;

- (a) A form of transport, appropriate to the distance and the numbers travelling will be chosen.
- (b) The bus company/suppliers and drivers accept the following conditions:

Condition of Hiring:

1. 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.
2. 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.
3. The group will have access to the bus for the full day unless previously agreed.
4. If the weather conditions are unfavourable, the group will have the use of the bus for sheltering or for eating lunch.
5. 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.
6. Buses will be left as they were found.

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.

Teachers travelling together will agree and notify their group of the upper limit on spending money. This will be based on age and venue.

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 tours for all classes will be available. Teachers will ensure that venues are suitable for pupils with special needs.

Uniforms

Teachers travelling together will decide whether uniforms should be worn.

Reports

Where problems arise either with 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.

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 16:1 (adult).

Informing Parents

Teachers will ensure that parents are given sufficient notice of:

- a.* Itinerary and timetable.
- b.* Cost.
- c.* Special clothing necessary and packed lunch (no glassware).

Suggested List of Tours

Infant Tours

1. Newgrange Farm
2. Farm in the Naul
3. The Zoo
4. Magician in the school
5. Newbridge House (farm yard and picnic)
6. Lambert's Puppet Theatre

1st & 2nd Class Tours

1. Glendalough/Annamoe Trout Farm
2. Smarmore Castle & trip to seashore or farm
3. Aquarium, Bray
4. Newbridge Farm, gardens, house and forest walk.
5. Places of interest in town – museum, gallery, picnic in St. Stephen's Green.

3rd & 4th Class Tours

1. Trinity College. Dublin Castle. Christchurch.
2. Newbridge House – Garden & Farm. Beach (weather permitting) Forest Walk.
3. Glendalough. Fish Farm. Powerscourt.
4. Russborough House. Avondale.
5. Newgrange. Tomb.
6. Japanese Gardens.
7. Castletown House, Celbridge. Butterfly Farm.
8. Drogheda – St. Oliver Plunkett's Head. Millmount Museum.
9. Sonairte.
10. EST House, Fitzwilliam Street. Bolls Museum.
11. Wexford Heritage Park.

5 & 6th Class Tours

1. Aquarium. Portaferry. Armagh. Tara.
2. Belfast. Ulster Folk Park.
3. Sonairte & Laytown Beach.
4. Dublin Castle & Christchurch.
5. National Concert Hall.
6. Kilkenny.
7. Croke Park.
8. Malahide Castle & Railway Museum.
9. Maritime Museum.
10. Newbridge House.
11. National Gallery.
12. Hill Walk.
13. Coca-Cola.
14. Marble Arch Caves. American Folk Park.