



## **St Nicholas' National School, Adare**

### **School Tour/Educational trips or outings**

### **Policy**

It is important that pupils realise that the classroom is not the only place where education is imparted and received. It is with this in mind that the pupils of our school are brought on school tours.

#### **Permission:**

All parents/guardians are asked to give permission at the beginning of the term of entry, via Aladdin, to allow pupils to go on school tours and other educational outings/trips.

#### **Where and when?**

It is our policy to have the school tour in the last term. There are two school tours.

-Infants, 1<sup>st</sup> and 2<sup>nd</sup> go on the junior tour

-3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> go on the senior tour.

The class teachers decide where to go each year. Educational value and distance are the main two criteria taken into account when deciding on a location. The junior tour is usually kept to a 50-60km distance from the school and usually travel within school hours. The senior tour may travel longer and return later.

Educational trips and outings will occur randomly during the school year. Similar plans will be put in place – staff attending, buses organised, parents informed. These discussions will be agreed with staff during staff meetings and Croke park hours

**Supervision:**

It is compulsory for all pupils to go on the school tour and take part in educational trips and outings.

Class teacher/s, SET/s and SNA/s go on each tour or trip to supervise.

The school secretary may also go to assist with supervision if required.

Pupils with Special Educational Needs may require extra adult supervision.

**Notification:**

Parents are notified regarding the school tour or trip at least 3 or 4 weeks in advance and an opportunity is given to pay in instalments via Aladdin.

**Safety:**

A risk assessment will always be completed in advance and discussed with staff.

The school rules apply regarding discipline and behaviour-see Code of Discipline

Pupils are supervised at all times

The teacher in charge will bring a First Aid kit and any other necessary medications on the day.

If travelling by bus the teacher will ensure that pupils will alight from the bus with care and the bus driver will be asked to pull in at the most suitable side of the road to avoid crossing over.

**Cost:**

There is a set cost per child, however the Board of Management may subsidise the cost of the school tour at times if teachers feel it is too expensive.

**Pocket Money:**

Pupils are allowed to bring pocket money on the school tour or during certain trips eg trip to buy ice-cream.

Parents are asked to be sensible with the amount given.

**Evaluation:**

Following each tour and trip an evaluation is carried out to discuss the success of the tour

Signed by chairperson of BOM: \_\_\_\_\_ Janet Bray \_\_\_\_\_

Date: \_\_\_\_\_ 29/4/2025 \_\_\_\_\_

Review Date: \_\_\_\_\_ April 2029 \_\_\_\_\_