

Scoil Mhuire Gleann a' Chaisil

School Tours \ Outings \ Football Matches Policy

Aims:

- ✚ To provide enjoyable outings for pupils.
- ✚ To expose pupils to educational experiences.
- ✚ To allow interaction at different levels with pupils.
- ✚ Development of social skills \ self-management skills
- ✚ To foster inclusion of all pupils in our school.

Procedure:

1. Research

- (a) All brochures \ information will be stored in school.
- (b) Tours are discussed with pupils, bus driver, colleagues and other local individuals.
- (c) Geographical position considered travelling.
- (d) Places of interest locally - Library,- Bakery, - Forge- Sewer, - Wind Farm. Áras Inis Gluaire.

2. Notification of Parents.

- (a) Parents are notified about school outings.
- (b) Parental consent is sought at the beginning of the school year for sporting activities and prior to mini tours during the year.
- (c) Parental consent will be required for end of year School tour.
- (d) Parents are welcome to accompany us on our school tour.

3. Rule

For social and educational purposes children usually remain with their class group at all times during school tour.

Special class pupils are integrated into age appropriate classes where possible

4. Transport

Quotations will be sought from reputable transport companies.

5. Arrangements on the day:

- (a) Normal school rules will apply.
- (b) If parents so wish, children are allowed to bring mobile phones on tours.
- (c) Class teacher is responsible for individual classes and will be supported by other staff members.

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- (d) Emergency phone numbers of all travelling and a mobile phone will be carried by each teaching staff member
- (e) Pupils and parents will be notified of date, place, time of departure, clothes required, food arrangements and requirements, costs, medication requirements of pupil -asthmatics etc. and time of return.

6. Costs.

- a) Prices for tours are arrived at through stringent negotiations and payments required in advance.
- b) Fund Raising will occur when or if necessary.
- c) The Principal and staff will decide on a limit per class on pocket money.

7. Health and Safety.

As much care as possible must be taken on the day of the tour.

Teachers have overall responsibility for health and safety and therefore school policies must be adhered to at all times.

Implementation/Ratification and Review

This policy has been in operation in *Glencastle N.S.School* since _____ and was updated in _____ . It will be reviewed again in _____ .

Signed: _____ Date: _____
Chairperson

Signed: _____ Date: _____
Principal