

**ST. ATTRACTA'S SENIOR NATIONAL SCHOOL
MEADOWBROOK
DUBLIN 16**



**TURASANNA SCOILE
SCHOOL TOURS**



**SCOIL SHINSIREACH NAOMH ATHRACHT
CLUAIN GHLAISE
ÁTH CLIAETH 16**

UIMHIR ROLLA: 19716B

Scoil Shinsireach Naomh Athracht, Cluain Ghlaise, Áth Cliath 16
School Tours ~ Turasanna Scoile
St. Attracta's Senior National School, Meadowbrook, Dublin 16.

MISSION STATEMENT

St. Attracta's Senior National School is a Catholic co-educational primary school which provides a happy caring and secure learning environment in which the individual student is enabled to achieve his/her full potential.

St. Attracta's Senior National School promotes excellence in teaching and learning. The school community that we create is welcoming, safe, respectful and inclusive of all its members. All aspects of the child, academic, spiritual, moral and cultural are cherished.

INTRODUCTION & RATIONALE

In keeping with our mission statement, St. Attracta's Senior School is committed to incorporating educational visits into its Plean Scoile, providing that they will enhance pupils' relevant understanding and experiences and that their inclusion is curriculum-based and practical, considering the constraints of staffing, cost and time. According to the terms of Department Circular 12/'79:

"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".

It is with this in mind that schools have traditionally brought children on school tours. The school tour is often the highlight of the school year for the children. Apart from their obvious educational value it can be a way for children to mix and intermingle with a wider variety of children than in the normal school setting. There may be other schools at the chosen location and this can provide the children with a sense of belonging and indeed pride in their school. Teachers and children mix together in an informal atmosphere and both can see each other in a different light. Teachers can have fun too! The school tour is also a great levelling pitch for the weak child and the more able child to enjoy activities together without any fear of failure.

AIMS:

- to ensure that each school excursion will have an educational input
- to ensure that each school excursion will relate to the broad-based curricular programme for the year
- to ensure that children are presented with a new environment in which they can observe, investigate and relate their findings to their own environment

RECOMMENDATIONS:

- Every pupil should have the experience of at least one annual school tour as well as local excursions during their time in St. Attracta's Senior School.
- Parents will be informed of the timing, nature and cost of all school excursions.
- Parental permission in writing will be sought (Document #1) at least one week prior to local excursions and at least three weeks prior to the annual summer term school excursion.
- Pupils who choose not to go on school tour will be assigned work by their class teacher and supervised in a class of equivalent (or nearest) standard for that day.
- Prior to booking summer term school excursions, both the transport provider and the event provider should produce evidence of their insurance policy.
- Teachers will bring a class list with contact telephone numbers for parents/guardians with them on all out-of-school excursions.
- Children are not allowed mobile phones and electronic games on school tours.
- While cameras are allowed, under no circumstances should pictures of children taken on school tour be made public.

LOCAL EXCURSIONS:

- Pupils will go on a maximum of 3 local excursions per year per class (organising teachers should be mindful of the cumulative costs of school excursions during the school year and the infringement into class time).
- A programme of educational excursions and visits will be drawn up at the start of each school year.

SUMMER TERM SCHOOL TOURS:

- In addition to local excursions, a summer term school excursion will be provided for all classes.
- Summer term school excursions should be booked as a group before the end of January.
- Responsibility for booking and finalising details will be taken by one teacher from each standard in consultation with the other teachers in the same standard. This coordinator will be determined at the first staff meeting of the school year.

ORGANISATION OF EXCURSION:

- Prior to any detailed organisation, permission for the excursion to take place must be obtained from the principal. In the case of summer term school excursions, permission must also be obtained from the Board of Management.
- All school or out of school visits must be entered into the office diary by the organising teacher as soon as details of same are available.
- As soon as details are available, Document #2: Booking Form should be filled in and given to the secretary for preparation of note home to parents. (Booking forms are included in teachers' organisational folders at start of year.)

SUPERVISION, HEALTH & SAFETY:

- In the interests of health and safety, it may be necessary to seek the co-operation of parent volunteers to help with supervision.
- We require a minimum of three adults per class, one of whom will be the class teacher, to accompany the class/group on out-of-school excursions.
- Depending on the nature of the trip, parents of special needs pupils may be asked to accompany the class.
- All children are required to wear their school uniform (or school tracksuit depending on circumstances) on school excursions.
- All children must follow and be guided by the school's Code of Good Behaviour at all times.
- In accordance with the school's Code of Good Behaviour, teachers reserve the right to refuse permission to participate in trips to pupils whose behaviour could inhibit the educational benefit of self or others, or might jeopardise the health and safety of other pupils or the good name of St. Attracta's Senior National School. (cf: Code of Good Behaviour)
- Parents will be notified in writing by the class teacher and principal of any such decision and in such cases a contract of good behaviour between the child and the school (in consultation with parents) may be agreed. The final decision rests with the principal.
- Staff/supervisors who have helped in any way will be thanked in an appropriate manner

SUCCESS CRITERIA:

- An evaluation of all visits/excursions will be made by the teacher(s) involved in consultation with the principal.
- In general relevant work completed by pupils either during or subsequent to an educational visit should be displayed as and when appropriate.
- The teacher in charge should inform the principal of the success or otherwise of the tour and of the conduct of the pupils so that appropriate comments/praise can be made in assemblies.

MONITORING/EVALUATION/REVIEW:

These procedures will be reviewed occasionally and as deemed necessary. The views and opinions of the partners in education are welcome at all times.

*Scoil Shinsireach Naomh Athracht, Cluain Ghlaise, Áth Cliath 16
St. Attracta's Senior National School, Meadowbrook, Dublin 16.*

Document #1: Notification and Consent Form



Rang: _____

Múinteoir: _____

An excursion has been arranged

To: _____

On: _____

Cost: _____

We will leave at: _____

We will return at*: _____

*Please allow for traffic delays in the Dublin area in particular

Is mise,

Le meas,

, Class Teacher

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CONSENT FORM for EXCURSION to _____

I give my child _____ permission to go on this excursion. I also give the teacher/s accompanying my child on this excursion the right to authorise any medical or surgical procedure necessary.

Signature: _____ Date: _____

Parents' /Guardians' contact number for the day: _____

(Optional - Use if needed)

In the interests of the Health & Safety of pupils, this excursion cannot take place without adequate adult supervision. To this end, we rely on parental help. Please indicate below whether or not you can accompany us on the day.

I am available to accompany the class on this excursion Yes No

Signature: _____

Date: _____

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Document #2: Booking Form for School Excursions & Visits



Rang: _____

Múinteoir: _____

Tour Date: _____

Tour Destination: _____

Planned Activities/
Itinerary: _____

Leaving at: _____

Returning at: _____

Who is travelling with you? _____

Has a bus been booked?*

If so, what company? _____

Insurance details: _____

Do you need help? _____

If so, how many helpers. _____

Any further information? _____

*Booking to be confirmed one week prior to departure.

Scoil Shinsireach Naomh Athracht, Cluain Ghlaise, Áth Cliath 16

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Document # 3: Information Document for School Excursions & Visits



<p>Rang: _____</p> <p>Múinteoir: _____</p> <p>Extra Supervisors :</p> <p>1. _____</p> <p>2. _____</p>	<p>Rang: _____</p> <p>Múinteoir: _____</p> <p>Extra Supervisors :</p> <p>1. _____</p> <p>2. _____</p>
<p>Rang: _____</p> <p>Múinteoir: _____</p> <p>Extra Supervisors :</p> <p>1. _____</p> <p>2. _____</p>	<p>Rang: _____</p> <p>Múinteoir: _____</p> <p>Extra Supervisors :</p> <p>1. _____</p> <p>2. _____</p>

Tour Date: _____

Tour Destination: _____

Leaving at: _____ Returning at: _____

Lead Teacher: _____