



Talbot SNS

School Tours/Excursions Policy

Introduction

This policy was drawn up by the staff and circulated to the Board of Management (BOM) and Parents Association for observations and feedback. Taking into account the age and interests of the children and the curriculum being covered, school tours will be arranged by the school to present the children with a new environment in which they can observe, investigate and relate their findings to their own environment. **Tours will be arranged at the discretion of the class teacher/class groupings**

Rationale

The need for this policy arises due to children being exposed to a wide variety of different experiences while on school outings, and the necessity to have a framework for good practice in place to cover all eventualities.

Aims

- To ensure all practical possibilities are covered in reducing the exposure of children to any safety risks while on outings
- To safeguard all pupils
- To provide an enjoyable educational experience for all children

Policy Content

The tours are structured in such a way as to provide an educational aspect in addition to an entertainment and recreational value. As always, the class teacher is responsible for his/her class. However, it is school policy to ensure a number of assistants accompany a teacher on trip and assign individual groups of 10/15 children approximately to individual teachers. This number varies on the age and needs within a class. This extra supervision becomes possible as support teachers accompany mainstream classes on school outings.

Transport

The lead organiser of the tour will ensure that:

- Bus is booked by secretary and payment organised in a timely fashion
- Bus order form is filled in by Lead Teacher (See Appendix 2)
- Name of driver is given to secretary with mobile contact number

- All consent forms have been received and filed with secretary
- Pupils not going on trip have been assigned a class and Principal informed
- Buses booked for tours/excursions must be fitted with individual seatbelts and these should be worn by all children.

Conditions of Hiring Bus:

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

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 the the safety of the children is compromised:

- Clarify with bus company if the group will have access to the bus for the full day
- Clarify with bus company if the weather conditions are unfavourable the group will have the use of the bus for sheltering or for eating lunch.
- The 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
- Buses will be left as they were found

Tour Kit

Leaders will take a tour kit on all outings. The kit will contain:

- First aid materials, refuse and illness bags, kitchen roll. Wipes and any medical requirements of Pupils e.g. EpiPen

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. The collection of the money is the responsibility of the class teacher and must be done well in advance of the tour. (e.g. 1 week prior).

When costing the excursion teachers must be aware that the cost of the bus must be covered no matter how many children go on the excursion.

Spending money

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

Informing Parents

Teachers will ensure that parents are given sufficient notice of:

- (a) Itinerary and timetable
- (b) Cost
- (c) Special clothing (if required)
- (d) Packed lunch. (no glassware)
- (e) Exclusions from tour (where applicable)

Consent:

Written consent must be obtained by Parent/Guardian for each child **before** the scheduled date of the tour. This can be done through Aladdin Connect or a written consent form. **If there is no consent the child does not go on the excursion.**

Venue

Tours will be booked early in the 1st or 2nd term for a date as early as possible in the 3rd term. Teachers will be conscious of the likely "busier" days. . Where more than one class travels, one teacher will accept the role of "leader". The teacher will be "au fait" with venue, with particular reference to educational opportunities afforded, and services available (phone, toilets, emergency facilities). Where no phone facilities exist, the leader will have a pre-arranged plan to deal with emergencies. All teachers should carry personal mobile phones or use school mobile phone.

Weather Conditions

Rain and head gear will be essential for all children and a change of clothes may be necessary, depending on the venue.

NB: Teachers will ensure that venues are suitable for pupils with special needs.

Uniforms

Teachers travelling together will decide whether uniform/track suits should be worn.

Reports

Where problems arise either with venue or transport teachers will report back to the transport/tour organiser. This matter must immediately be brought to the attention of the Principal. If any mishap or accident befall anyone while on tour **an accident report form must be filled in**

Conduct on School Tours.

Pupils' behaviour on tours will comply with the standard set down in the School's Code of Behaviour. In certain circumstances parents may be asked to agree to a contract on behaviour.

School Rules for Tours and Excursions

- Children must always obey their supervisors
- Children must remain seated while the bus is in motion
- Children must remain with their allocated grouping and supervisor at all times
- Children will line up in their individual groups on disembarking from the bus
- Roll calls/head counts are taken when children return to the bus after each segment of the tour
- Healthy eating policy for school exists on tour with the exception of one treat, at the discretion of the parents/guardians

Pupil Exclusion from tours

- **Where it is felt that a child's conduct would pose a safety risk or inhibit the educational benefit for self or others, the teacher/principal may refuse the child permission to travel.**
- **Pupils who have had an exceptional number of bookings/discipline cards may be refused permission to go on the tour**
- **Parents will be advised of this well in advance.**

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 15:1 (adult).

Fieldtrips – Local area

Fieldtrips which relate to a particular curricular area are encouraged. These trips can range from simple walks around the school to organised trips to relevant places of interest.

The principal must be informed in advance if it is proposed that a class leave the school grounds.

- Teachers are encouraged to plan and prepare children in advance of the trip and to carry out some follow up work in the classroom following the fieldtrip.
- Teachers should ensure adequate supervision at all times. Where necessary, an SNA or parent / guardian should accompany the class on the trip.
- Children should be appropriately dressed for the fieldtrip e.g. raingear, suitable footwear etc.
- No child is to be refused participation in any proposed activity because of family inability to pay.

Success Criteria

- Positive experiences for all
- Children having a safe enjoyable experience
- Teacher/Parent Satisfaction

Review

Policy to be reviewed on a biannual basis or when the need arises.

Next review due in 2028

Ratified by BOM

Noel Doherty

Signed: Chairperson of the BOM

16th / 02 / 2026

Date:

Appendix 1: Educational Tours/Outings Form

(must be completed at least 2 weeks prior to proposed excursion)

Lead Organiser	Classes Going:	
Proposed Date of excursion		
Proposed Departure and Return Times	Dep.:	Ret:
Proposed Excurison Itinerary:		
Cost:	Transport:	€
	Entrance Fee:	€
	Total:	€
	Cost per child:	
Provision for those who may not be able to afford the excursion:		
Aims/Objectives of the Excursion:		
Activities Planned to meet these targets:		
Activities Planned for the centre(s) visited:		
Follow Up Activities Planned:		
Supervision:		
Ratio of Supervision: (min15:1)		
Support Teachers asked to go on the trip:		
Arrangements for children with additional needs: (medical,SEN, behaviour)		
Arrangements for inclement weather:		
Arrangements for children not going on the excursion		

Approved

Not Approved

Signed: _____
(Principal)

Appendix 2: Educational Tours/Outings Checklist

BEFORE THE EXCURSION:

Agreement on Leader <input type="checkbox"/>	Name of Leader:	
Bus Ordered <input type="checkbox"/>	Date Ordered:	Bus Order Form Filled Out <input type="checkbox"/>
Money order Collection Set up on Aladdin <input type="checkbox"/> *Reminder to add €0.50 for online payments.		
Copy of tour note with details (date, times etc) given to Natasha in the office to field queries on the phone <input type="checkbox"/>		
Parents informed by letter (through Aladdin or by paper) <input type="checkbox"/>		
Letter Includes: Itinerary <input type="checkbox"/> Cost <input type="checkbox"/> Lunch Arrangements <input type="checkbox"/> Clothing necessary <input type="checkbox"/> Timetable of Day <input type="checkbox"/>		
Consent forms sent to office <input type="checkbox"/>		Aladdin Connect Consent <input type="checkbox"/>
Lunches cancelled (if needed) <i>*at least 2 weeks notice needed</i> <input type="checkbox"/>		
Number of extra supervisors:		(minimum 15:1)
List of Support Teachers agreed to provide extra supervision		
Medical Needs of Pupils checked <input type="checkbox"/> <i>e.g. allergies, medication needed, EpiPen etc.</i>		
Principal informed of children not going and agreed <input type="checkbox"/>		

Pupils not going on tour

Name	Reason	Arrangements for supervision (day of tour)	Parents Contacted

Day of Excursion

Leader supplies tour kit for each class <input type="checkbox"/> <i>Tour Kit contains: First Aid Bag, Refuse Sacks, Medical aids e.g. EpiPen</i>
Payments to venues and buses to be paid online (Check with Natasha) <input type="checkbox"/>

After Excursion

Report back to office on success of tour <input type="checkbox"/>

Signed: _____

Lead Organiser

Principal

Appendix 3: Bus Order Form (available from Natasha)

DUBLIN DECKERS

ORDER FORM

Name of Customer / School
Name of individual / teacher
Date Required
Pick Up Point
Pick Up Time
Expected Arrival at Destination
Destination
Return Pick Up time from Destination
Return Arrival time at school
Total Number of Passengers (including Teachers)
Any other special requirements

*All quotes are based on information received at the time of booking

