Ashbourne CNS

School Tour Policy



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# 1. Overview

At Ashbourne CNS we are committed to our core values of courage, creativity, collaboration and care. Our school celebrates diversity of belief, language and cultural traditions and we all learn to respect, trust and encourage each other every day. We listen to each other and negotiate our differences. This makes it easy for us accept, respect and include every person for who they are.

‘Learning is the Heart of our Community’ and we are dedicated to the holistic development of every child. Our practice is informed by Glasser’s Caring Habits, Growth Mindset and a Restorative approach. By focusing on inter and intra-personal skills we seek to enhance relationships in our community and with the community. This holistic approach acknowledges that ‘learning takes place in a relationship’ and seeks to help children develop the resilience, self-esteem and relationships needed to overcome the many challenges on the road to adulthood.

We combine socio-cultural building blocks with high-quality approaches to teaching and learning in order to develop each child’s academic, social, moral, emotional, spiritual and creative capabilities. Thus, enabling them to reach their full potential and play an active part in the local community and wider civic society.

Education is a partnership, and at Ashbourne CNS experienced teaching professionals, students and parents work together with members of the wider community in a welcoming educational environment which is safe, happy, stimulating, inclusive and reflective of the diverse modern society in which we live.

At Ashbourne CNS we seek to provide a safe physical, psychological and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, background or ability. We promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We seek to prepare open-minded, culturally sensitive and responsible citizens with a strong sense of social justice.

## 1.1 Clarification of Key Terms used in this policy

LMETB: Louth Meath Education and Training Board

CNS: Community National School

SNA: Special Needs Assistant

# Purpose

The purpose of this policy is to:

* benefit the academic, cultural and social development of our pupils.
* present the children with a new environment in which they can observe, investigate and relate their findings to their own environment
* create opportunities for learning outside the classroom.
* provide school tours or trips taking into account the age and interest of the children and the curriculum being covered.
* afford all children the opportunity to go on school tour with their peers.

Tours will be organised by class teachers at the discretion of the principal and relevant assistant principal.

Scope

This policy applies to teachers, SNAs, pupils and parents in Ashbourne CNS.

# Policy

## 2.1 Transport

Transport of tours will be organised using the following conditions:-

(a) A form of transport, appropriate to the distance and the numbers travelling will be chosen using procured providers;

(b) The bus company/suppliers and drivers accept the following conditions.

## 2.2 Conditions for Hiring

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 safety of the children is compromised. The tour group will have

access to the bus for the full day. If the weather conditions are unfavourable the group will have the use of the bus for shelter or for eating lunch. 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. Buses will be left as they were found.

## 2.3 Tour Kit

Teachers will take a medical kit on all outings. These will be available in the secretary’s office. The kits contain:- First Aid materials, refuse and illness bags, toilet paper, kitchen towel.

## 2.4 Tour Cost

The principal and assistant principal will ensure that the cost of the tour is reasonable and represents value for money. Funding will be made available through the office for pupils whose families may be experiencing financial difficulty.

## 2.5 Tour Venue

Tour venues will be booked for first two weeks in June before February mid-term each year.

Junior Infants/Senior Infants – Red Mountain Open Farm/Newbridge House and Farm/Newgrange Farm/Mellowes

First/Second Class – Explorium/Tayto Park/Causey Farm/ SEA LIFE Aquarium Bray

Third/Fourth Class – Newgrange Farm and Monument/Funtasia/Explorium/Dublinia

Fifth/Sixth Class – Redhills Adventure/ Clara Lara Fun Park/ Lilliput Adventure Centre/ Crystal Maze

\*Note: Venues are subject to change

Teachers will familiarise themselves with venue, with particular reference to educational opportunities afforded, and services available (phone, toilets, emergency facilities) prior to going on tour. Teachers will have a prearranged plan to deal with emergencies.

## 2.6 Weather Conditions

Rain gear will be essential for all children and a change of clothes may be necessary, depending on the venue. Parents are responsible for ensuring that children are wearing SPF while on school tour.

## 2.7 Tour List

A list of suitable tours for all classes will be available. Class teachers, in consultation with the principal and assistant principal, may choose a venue suitable for their own level but not from levels above. Teachers will ensure that venues are suitable for pupils with special needs.

## 2.8 School Tracksuit

The school uniform/tracksuit will always be worn when the children are on school tour.

## 2.9 Use of Mobile Phones/Cameras

Children are not allowed to have mobile phones on school tours. In the interests of protecting all children, use of cameras/camcorders or any recording device by parents/guardians and/or children/visitors, is strictly prohibited on the school premises or at school related events. Any photographs or recordings of pupils whose parents have given permission at the start of the school year for their photos to be taken will be taken by school staff and are used for school purposes. Ashbourne CNS does not take responsibility for photographs or recordings of school events that are uploaded onto any/all social media sites by third parties.

## 2.12 Behaviour on Tours

Pupil's behaviour on tours will comply with the standard set out in the school's Code of Positive Behaviour. Where it is felt that a child's conduct would pose a safety risk or inhibit the educational benefit for self or others, the principal may refuse the child permission to travel. Parents will be advised of this in advance.

## 2.10 Policy of Inclusion

Teachers will choose activity locations that are able to be accessed by all children in their class. Decisions on any exclusion rests with the class teacher in consultation with the principal and parents.

## 2.11 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.

## 2.13 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 supervision ratio for classes from Second to Sixth Class will be 15:1 (adult) while for Junior Infants, Senior Infants and First Class will be 10:1 (adult). The school will have discretion to increase or decrease the pupil teacher ratio depending on the activity, age profile of class and specific needs of pupils.

## 2.15 Plan for dealing with Emergencies

For children who are sick / injured children while on school trip, teachers should:

1. Seek immediate medical attention, call an ambulance

2. Phone the school to alert principal/deputy principal/assistant principal. School will contact the injured child's parents.

4. Teacher should accompany the child in the ambulance to hospital.

## 2.16 Informing Parents

Class teachers will ensure that parents are given sufficient notice of:

(a) Itinerary and timetable

(b) Cost which can be included in contributions

(c) Special clothing necessary and packed lunch

(d) LMETB Consent form to be signed by parent / guardian and returned to class teacher.

It is the responsibility of parents to return consent form before the date of the tour to enable their child to go on tour.

## 2.17 Tours

There will be one annual school tour per class level, at end of the year. This is subject to public health advice. Special fieldtrips may be organised throughout the year to facilitate meaningful learning experiences of specific topics that children may be learning in History/Geography/Science.

# Roles and Responsibilities

# 3.1 Parents

Parents are responsible for ensuring that their children are wearing school uniform/tracksuit, have appropriate raingear or change of clothes for tour activities, have returned consent forms and have paid for tour in advance.

## 3.2 Pupils

Pupils are responsible for their behaviour and safety while away from school grounds by adhering to the school’s Code of Positive Behaviour and representing the school in a positive light.

## 3.3 Ashbourne CNS Staff

Ashbourne CNS staff members will read and familiarise themselves with all aspects of the School Tour Policy. It is the responsibility of school staff to bring a school iPad to take photographs with, a mobile phone and School First Aid Kit. Any queries can be directed to the relevant assistant principal.

## 3.4 Principal

Principal is responsible for the day-to-day management of the school and is accountable to the BoM for the implementation of the School Tour Policy.

## 3.5 Board of Management

The Board is responsible for ratification of the policy.

Chairperson of the Board on the date of its ratification by the Board signs the policy document.

# Policy Review

The policy will be reviewed annually.

# Appendices

School Tour Options and Contact Details

# Appendix A

School Tour Options and Contact Details

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| **Junior/Senior Infants** | **First/Second Class** |
| **Red Mountain Open Farm**  Corballis,  Donore,  Drogheda,  Co. Meath.  A92 TN59  Tel: 041 9823221  Email: info@redmountainopenfarm.ie  Distance from Ashbourne: 25km (27min)  Cost: €10 per pupil | **Explorium National Sport and Science Centre**  Blackglen Road,  Sandyford,  Dublin.  Tel: 01 960 2000  Email: info@explorium.ie  Distance from Ashbourne: 42km (35min)  Cost: Science 6+ €20 per pupil |
| **Newbridge House and Farm**  Hearse Road, Donabate, Co. Dublin, Ireland.  Tel: 061 711 222  Email: reservations@shannonheritage.com  Distance from Ashbourne: 30km (27min)  Cost: €6 per pupil (house and farm) €5 (farm only) | **Causey Farm**  Girley,  Fordstown,  Navan,  Co. Meath.  Tel: 046 9434 135  Email: [info@causey.ie](mailto:info@causey.ie)  Distance from Ashbourne: 51km (44min)  Cost: Causey Experience €14 per pupil |
| **Newgrange Farm**  Slane,  Co. Meath.  Tel: 086 467 6054 (Jackie)  Tel: 041 982 4119  Email: [newgrangefarm@hotmail.com](mailto:newgrangefarm@hotmail.com)  Distance from Ashbourne: 31km (34min)  Cost: Need to contact | **Tayto Park**  Kilbrew,  Ashbourne,  Co. Meath.  Tel: 01 835 1999  Email: info@taytopark.ie  Distance from Ashbourne: 5.8km (10mins)  Cost: €15 per pupil |
| **Mellowes**  Moygrehen Lower,  Athboy,  Co. Meath.  C15 W288  Tel: 046 94 33921  Email: [info@mellowes.ie](mailto:info@mellowes.ie)  Distance from Ashbourne: 60km (49 min)  Cost: €12 per pupil | **Sealife Bray Aquarium**  The National SEA Life Centre,  Strand Road,  Bray,  Co. Wicklow.  Tel: 01 286 6939  Email:  Distance from Ashbourne: 51km (42min)  Cost: €5 per pupil |

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| **Third/Fourth Class** | **Fifth/Sixth Class** |
| **Newgrange Farm and Monument**  Slane,  Co. Meath.  Tel: 086 467 6054 (Jackie)  Tel: 041 982 4119  Email: [newgrangefarm@hotmail.com](mailto:newgrangefarm@hotmail.com)  Distance from Ashbourne: 31km (34min)  Cost: Need to contact | **Clara Lara Fun Park**  Vale of Clara,  Rathdrum,  Co Wicklow.  Tel: 0404 46161  Email: dayout@claralara.ie  Distance from Ashbourne: 83km (1hr 9min)  Cost: €20 per pupil |
| **Dublinia (and playground at Phoenix Park)**  St Michael’s Hill,  Christchurch,  Dublin 8.  Tel: 01 679 4611  Email:  Distance from Ashbourne: 30km (43min)  Cost: €5 per pupil | **Crystal Maze**  Lisnagew,  Kilmainhamwood,  Kells,  Co. Meath.  A82 Y6R6.  Tel: 087 966 7276  Email: info@royalbreffnitours.com  Distance from Ashbourne: 54km (53 min)  Cost: €25 per pupil |
| **Funtasia**  Funtasia Theme Parks,  Unit I,  Donore Road Industrial Estate,  Lagavoreen,  Drogheda,  Co. Louth.  Tel: 041 989 8000  Email: partyoffice@funstasia.ie  Distance from Ashbourne: 33km (37min)  Cost: Need to contact | **Lilliput Adventure Centre**  Lilliput House,  Lough Ennell,  Castletown Geoghegan,  Mullingar,  Co. Westmeath.  N91 W97W  Tel: 087 810 6951  Email: [info@lilliputadventure.com](mailto:info@lilliputadventure.com)  Distance from Ashbourne: 102km (1hr 9min)  Cost: €30 per pupil |
| **Explorium National Sport and Science Centre**  Blackglen Road,  Sandyford,  Dublin.  Tel: 01 960 2000  Email: info@explorium.ie  Distance from Ashbourne: 42km (35min)  Cost: Science 6+ €20 per pupil  Science plus Sport 6+ €28 per pupil | **Redhills Adventure Kildare**  Redhills,  Kildare,  Co. Kildare.  Tel: 087 248 1246  Email: [info@redhillsadventure.ie](mailto:info@redhillsadventure.ie)  Distance from Ashbourne: 78km (54mins)  Cost: Need to contact |

\*Note: Costs outlined are from June 2021