



## Policy on School Tours

April 2025

It is generally accepted that organised school tours can be of great educational and wellbeing value to those participating in them. ( As examples, these can take the form of local library trips, castle trips, field trips or adventure centre trips).

As a result of our experience over the years we have decided that all classes should go on at least one class tour each year.

Care is taken when selecting tour destinations to ensure that the Department's guidelines are met and that the locations chosen are matched to the levels of maturity and intellectual development of the children. Due preparation is made for the tour and follow on work / exercises are prepared. The teachers complete the school tour template form (FSSU) which gives an outline of the tour. These forms are submitted to the office.

Whereas the selection of the tour destination / content is a matter for each class teacher, all plans must be approved by the Principal in advance.

The school provides supervision, taking into account the circumstances, age of children, nature of activity and any other relevant details.

There is generally no overnight tours at this age level and an application to the board of management needs to be made prior to any overnight tours being booked.

### Tours Involving Overnight Stays

In the case of overnight stays the school authorities will:

- (a) strive to ensure in advance that the accommodation is clean, safe and appropriate for the students
- (b) establish a list of the items that the students should bring with them
- (c) seek information on whether students are prone to any problems that may have particular relevance to overnight stays (e.g. sleepwalking, bedwetting or nightmares.)
- (d) ensure that the students are made aware of an evacuation plans in the event of a fire
- (e) conduct regular headcounts to ensure all students are accounted for
- (f) make provision for medical care if it should be required
- (g) provide students with the address and phone number of the Hotel/Hostel where the group are staying.
- (h) expect parents to reimburse the school for any medical supplies or for any expenses incurred on behalf of their son / daughter.

Signed:   
Chairperson, Board of Management

Date: 8/4/2025