

Polasaí turais scoile

School Tours/Excursions Policy



Réamhrá/ Introduction

Cuireadh an polasaí seo le chéile ag foireann na scoile I Mí Márta 2014. Bhí incur ag an Bord bainstíochta agus na tuismitheoirí (coiste na dtuismitheoirí) chomh maith. Ag tógáil aois agus suim na páistí san áireamh agus an curaclam á chlodú acu, eagraítear turais scoile I slí go bhfaighfidh gach páiste taitneamh/fíúntas as timpeallacht difriúl nua ná an timpeallacht atá taithí acu air. **Beidh an turas de rogha an mhúinteora.**

This policy was drawn up by the staff and circulated to the Board of Management (BoM) and Parents Association for observations and feedback in March 2014. Taking into account the age and interests of the children and the curriculum being covered, school tours/trips out of school 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.**

Réasúnaíocht/Rationale

Tá gá leis an bpolasaí seo toisc go mbíonn páistí ag dul I dtaithí ar éispéiris nua agus iad ar thurais scoile. Tá gá le creatlach oibre a leagann síos dea-chleachtas chun gach dochúlacht a chlodú.

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.

Aidhmeanna/Aims

- Chun a chinntiú go bhfuil gach dochlúachta praiticúla clúdaithe chun nach mbeadh aon bhaol I gceist do pháistí./ To ensure all practical possibilities are covered in reducing the exposure of children to risk on outings
- Chun eispéireas taitneamhach, oideachasúil a thabhairt dos na páistí./To provide an enjoyable educational experience for all children

Ábhar an pholasaí/Policy Content

Tá sé de nós againn anseo I nGaeilscoil Dr. Uí Shúilleabháin, turais difriúla a eagrú dos na bunranganna agus na hardranganna.

It has been the policy of the school over the years to organise separate tour dates and destinations the lower classes and higher classes.

Beidh gné oideachasúil chomh maith le siamsaíocht agus áineas sna turais. Tá sé de nós againn le déanaí turais a eagrú gar do Sciobairín. Laghdaíonn sé am caite ar an mbus agus

ba dheas linn ár dtacaíocht a thabhairt do gnó/comhalachtaí áitiúla. Chomh maith le sin, tá sé de nós againn le déanaí, am do shiopadóireacht In ionaid siopadóireachta a laghdú. Aithnímid go bhfuil baol faoi léith ag baint le seo agus nach mbeimid ábalta féitheoireacht ceart a dhéanamh ar na páistí go léir.

The tours are structured in such a way as to provide an educational aspect in addition to an entertainment and recreational value. We aim to stay as local as possible to shorten time on the bus and to support local businesses/companies. Recently we have aimed to limit shopping in shopping centres due to the unnecessary dangers children can be exposed to and the difficulty in providing adequate supervision.

Ní beidh aon mhúinteoir riamh I bhfeidhil ar níos mó ná 15 páiste. Is féidir é sin a dhéanamh le cabhair ón múinteoir tacaíocht foghlama nó an múinteoir acmhainne. Uaireanta iarrtar ar an gcuntóir riachtanais speisialta agus tuismitheoirí teacht chun feidhlíocht a dhéanamh.

No teacher is responsible for more than 15 pupils. This becomes possible as special education teachers accompany mainstream classes on school outings. SNA's and parents may be asked to accompany us on trips to help out for supervision purposes.

- Déanfaidh na páistí de réir aon threoir a thagann ón múinteoir./ Children must obey their supervisors at all times
- Caithfidh páistí a bheith suite síos ar an mbus leis an gcrios orthu agus an bus ag gluaiseacht. / Children must remain seated, with their seatbelts on, while the bus is in motion.
- Déantar an rolla, gach uair a thagann páistí ar ais ar an mbus. / Roll calls/head counts are taken when children return to the bus after each segment of the tour
- Tá bia milis ceadaithe ach ba cheart do thuismitheoirí ar bheith ar an eolas faoin ár bpolasaí bia shláintiúil. / Treats are allowed but parents should be conscious of our healthy eating policy.
- Níl ipod/seinnteoírí MP3/ taibléid/ DS srl nó aon rud leictreonach luachmhaire ceadaithe ar an mbus. / No ipods, MP3 players, tablets, DS's or any other valuable electrical items are allowed on the bus.
- Caithfidh páistí a ngutháin soghluaiste a mhúchadh ach tar éis cead a fháil ón múinteoir is féidir teagmháil a dhéanamh le thuismitheoirí más gá. / Mobile phones must remain turned off at all times and may only be used to contact parents after permission is granted.

Critéir ratha/Success Criteria

- Eispéireas dearfach do gach éinne / Positive experiences for all
- Eispéireas sábhailte/taitneamhach ag na páistí. / Children having a safe enjoyable experience
- Sásamh múinteoirí/tuismitheoirí / Teacher/Parent Satisfaction

Iompair/Transport

Beidh gach bus oiriúnach agus dea-cothabháilte. Tá sé de cheart ag múinteoir aon bhus atá mí-oiriúnach a dhíliú agus bus oiriúnach eile a fháil.

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 should be supplied.

Beidh taithí ar an dtiománaí bus le bheith ag deileáil le páistí agus leanfaidh sé/sí an cúrsa taistil agus clár ama den turas. Tá an tiománaí bus freagrach as sábhacht na páistí agus iad ag taistil ach beidh sé de cheart ag an múinteoir idirghabháil a dhéanamh má cheapann sé/sí go bhfuil na páistí i gcontúirt.

- Beidh cead isteach ar an mbus don lá ar fad.
- Má tá an aimsir go dona, beidh cead isteach ar an mbus chun fothain a fháil nó chun lón a ithe.
- Tá an rogha ag an múinteoir ranga I gcomhairle leis an dtiománaí bus maidir le bia a ithe ar an mbus agus canadh ar an mbus.
- Fágfar an bus mar a fuair é.
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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:

- The 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 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
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Trealamh don turas/ Tour Kit

Tógfaidh na múinteoirí trealamh don turas i gcónaí. Beidh na rudaí a leanas san áireamh. Leaders will take a tour kit on all outings. The kit will contain:

- Bosca gar-chabhrach / First aid materials,
- Málaí bruscar / refuse and illness bags,
- Rolla cistine / Kitchen roll
- Guthán póca na scoile / School mobile phone
- Liosta uimhreacha gutháin na tuismitheoirí / Telephone numbers of all parents
- Éadaí scoile breise / spare school uniform
- Seiceanna
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Costas / Cost

Déanfar gach iarracht costas don turas a choimeád chomh íseal agus is féidir. Beifear ag súil le luach airgeadúil a fháil. Uaireannta nuair is féidir, tabharfaidh an Bord Bainistíochta nó Coiste na dTuismitheoirí airgead chun an costas a laghdú níos mó fós. Ba cheart do thuismitheoirí, na páistí a spreagadh chun airgead a shábháil don turas scoile sa bhaile nó trí stampaí a cheannach ar scoil.

The teachers will ensure that the cost of the tour is reasonable and represents value for money. When possible, the Board of Management and Parents Association will subsidise part of the cost. All children should be actively encouraged at home to save towards the cost of the tour or through saving stamps in school.

Ag caitheamh airgid / Spending money Déanfaidh na múinteoirí an cinneadh faoi páistí ag tógáil airgead ar an dturas. Cuirfear é seo in iúl dos na tuismitheoirí agus páistí roimh ré. Braithfidh sé ar aois na páistí agus ar an áit.

Teachers travelling together will agree and notify the parents and children of the upper limit on spending money. This will be based on age and venue.

Áit / Venue

Déanfar na turais a chur in áireamh go luath sa tríú téarma agus dé gnáth bíonn siad ar siúl ag tús Mí an Mheitheamh. Beidh fillteán "turais scoile" san oifig. Roghnóidh an múinteoir áit atá oiriúnach d'aois na páistí. Tabharfar aird speisialta ar na páistí le riachtanais speisialta. Beidh an múinteoir ar an eolas faoin áit agus go speisialta do na deiseanna oideachasúil agus dos na seirbhísí atá ann (leithris, saoráid éigeandála srl).

Tours will be booked early 3rd term and will normally take place at the beginning of June. A school tours folder will be kept in the office. Teachers will choose a place suitable to the age of the children. Particular care will be taken to ensure children with special needs are catered for and included. The teacher will be "au fait" with venue, with particular reference to educational opportunities afforded, and services available (toilets, emergency facilities etc).

An Aimsir / Weather Conditions

Beidh an turas scoile/ turais taobh amuigh den scoil ag brath ar na haimsire. Tá sé de rogha ag an múinteoir I gcomhaile leis an bpríomhoide an turas a chur ar ceal/ a chur siar. Nuair atá droch aimsir I gceist, rabhadh stoirm, cuirfear an turas ar ceal.

School tours/trips out of school will be dependant on the weather. It is at the discretion of the class teacher in consultation with the principal as to whether a trip should be cancelled/postponed. During adverse weather conditions i.e. storm warning, the trip will be cancelled.

Éadaí / Clothes

Déanfaidh an múinteoir ranga an cinneadh maidir l'éadaí scoile/ éadaí spóirt.

Teachers will decide if school uniform or tracksuit is to be worn on all trips out of school.

Beidh éadaí oiriúnach ag taisteáil – cóta báistí, hata agus athrú éadaí ag brath ar an áit. Toisc go mbíonn na turais scoile I Mí an Mheitheamh de ghnáth, bíonn lóis gréine, hata gréine agus tuilleadh deochanna ag taisteáil. Caithfidh tuistí an lóis gréine a chur ar an bpáiste ar maidin agus é a chur isteach sa mhála ansin.

Rain and head gear will be essential for all children and a change of clothes may be necessary, depending on the venue. Because the tours are normally in June, sun-screen should be applied at home the morning of the tour and should be packed in the child's bag, along with sun hat and extra drinks.

Iompar ar thurais / Conduct on Tours

Beidh iompar na páistí in oiriúnt le cód smachta na scoile. I gcásanna áirithe beidh ar thuismitheoirí aontú leis an scoil I gconradh smachta. Má cheaptar go gcuirfeadh iompar páiste áirithe an páiste féin nó páistí eile I mbaol, tá sé de cheart ag an múinteoir ranga, I gcomhairle leis an bpríomhoide diúltiú le taisteal an pháiste seo. Tugfar foláireamh do

thuismitheoirí roimh ré.

Pupils' behaviour on tours will comply with the standard set down in the School's Code of Discipline. In certain circumstances parents may be asked to agree to a contract on 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 teacher may refuse the child permission to travel. Parents will be advised of this in advance.

Sláinte agus sábhaltachas / Safety and Supervision

Beidh dea-chleachtas faireachas ag múinteoirí agus iad ag tógail páistí amach ón scoil. Tugtar aird do shábhailteacht ar bhóthaire, iompar ar an mbus, baol ag baint le áiteanna áirithe (páirc súgratha srl.) Ní bheidh múinteoir amháin I bhfeidhil ar níos mó ná 15 páiste.

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).

Eolas do thuismitheoirí / Informing Parents

Déanfaidh na múinteoirí deimhin de go bhfuil a dhóthain fógraíocht ag tuismitheoirí maidir le:

- Cúrsa taistil agus Clár ama
- Costas
- Éadaí agus lón.

Teachers will ensure that Parents are given sufficient notice of:

- Itinerary & Timetable
- Cost
- Special clothing necessary and packed lunch.

Turais allamuigh / Fieldtrips

Moltar turais allamuigh atá bainte leis an gcuraclam – siúlóid simplí timpeall na scoile nó turais éagraithe go áiteanna eile I bhfad agus I gcóngar don scoil.

Caithfidh eolas a bheith ag an bpríomhoide roimh ré má tá rang ag fágáil na scoile.

Moltar do mhúinteoirí roinnt ullmhúcháin a dhéanamh roimh ré agus obair cuí a dhéanamh tar éis an turas.

Beidh feidhlíocht cuí ann ar an lá. Uaireannta beidh ar an CRS nó tuismitheoirí cabhair a thabhairt.

Beidh éadaí oiriúnach ag na páistí ar an lá.

Má tá fadhbanna airgid I gceist, moltar dul chun cainte leis an bpríomhoide. Ní fhágfar aon pháiste amach ó thuras de bharr cúrsaí airgid.

Beidh criosanna sábhailta ar na busanna a usáidtear, agus caithfidh na páistí iad a chaitheamh agus an bus ag gluaiseacht.

Féach ar an bpolasaí garchabhair chomh maith (polasaí leighis)

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.

If money and an inability to pay is a factor, parents should consult with the principal teacher. No child should be refused participation in any proposed activity because of family inability to pay.

Buses booked for fieldtrips must be fitted with individual seatbelts and these should be worn by all children.

See also First Aid Policy.

Rinne an Bord Bainistíochta daingniú ar an bpolasaí seo ar an _____.

This policy was formally adopted by the Board of Management on _____.

Déanfar athbhreithniú ar an bpolasaí seo in Aibreán 2017 nó níos luaithe más gá.

This policy will be reviewed in April 2017 or sooner should the need arise.