



Riverview Educate Together National School, School Outings Policy, Ratified June 2018. For Review June 2020.

**Riverview Educate Together N.S.**

***School  
Outings  
Policy***

*Ratified:  
June 18<sup>th</sup> 2018  
Reviewed May 2022*



**Introductory statement:**

We, in RVETNS, endeavour to cater for children's individual needs while enhancing the emotional, imaginative, cognitive and aesthetic skills of our children.

It is with this in mind that we developed our school policy.

**Rationale:**

It is necessary to have this policy to ensure the efficient management of school outings, providing our children with a safe, enjoyable and educational outing.

**Content of policy:**

**Definition of school outing:**

School outings shall consist of any trip whereby a class group/ group of children, plus appropriate, responsible, accompanying adults leave the school premises for an alternative destination.

These outings shall normally be held during school hours. However, if outings run outside the usual school day, arrangements shall be made to notify Parents/Guardians and ensure health and safety issues are taken into consideration.

**Organisation of school outing:**

Each year group goes on one annual tour in the summer term for one day.

Throughout the year smaller outings may be organised at the discretion of the class teacher, e.g. trips to the Ark, Botanic Gardens etc.

The destinations of these outing shall be decided by the teachers. Where practicable, destinations should be approved in advance by the board of management, but when opportunities arise at short notice, the principal has autonomy to approve destinations.

Each teacher may be accompanied by a A.N.A and/or parent, who has been garda vetted by the school, for supervision purposes. Members of the S.E.N team may also accompany the class. In the case of a child with additional needs, parents may be asked to accompany their child for health and safety reasons and to facilitate inclusion.

**Objectives of the school outing/ school activities:**

Each activity/outing will have specific aims and objectives which will be predetermined at section meetings or by individual class teachers.

**Broad objectives of school outings:**

School outings should:

- 1) Be largely curriculum based, thus allowing the appropriate integration with a variety of curricular areas.
- 2) Be experience/ability/age appropriate thereby ensuring that the child is enabled to:
  - Gain pleasure and fulfilment.



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- Develop appropriate social interaction skills.
- Develop an understanding of conventions of society.
- Expand their life experiences and vocabulary while also developing a command of grammar.
- Express intuitions, feelings, ideas and reactions in response to real situations through activities such as talk, discussion, writing and drawing.
- Explore and experiment with their own natural environment within a safe and secure framework, thereby developing an awareness of the richness and diversity of the world around us.
- Create, develop and sustain relationships with peers, and relevant adults by sharing the experience and relating the activities to others.
- Develop a certain level of independence and responsibility for their own behaviour in real life situations.
- Share the response to activities by relating their experiences to other children and relevant adults.

#### **Health and safety:**

- An A.N.A will bring along the yard first aid kit on the school outing.
- Class teacher will bring a class phone number list.
- An appropriate number of adults will be decided and organised, depending on the nature of each activity.
- If a minor behavioural/ accidental incident occurs, an incident report form shall be given to the relevant parent/guardian. Such incidents will be dealt with in the same way they would be on yard.
- Before a school outing teachers must reappraise themselves with each child's medical form and any condition which a child may have.
- A permission slip must be completed and returned by each parent/guardian intending to let their children attend an out of school activity.

#### **Payment of school outings:**

Parents/Guardians will be given adequate advance notice of such activities, and as such, Parents/Guardians are expected where appropriate to pay for each trip.

In certain circumstances, which will be up to the discretion of class teachers and principal, a small amount may be subsidised from school funds.

In exceptional cases, the fee may be totally subsidised. Again this shall be left to the discretion of class teacher/principal.

#### **Code of conduct:**

Children are expected to uphold the school and class rules when on a school outing. The same sanctions which are used in school will be used on the school outing



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**Inclusion of pupils with special needs:**

Every effort will be made to accommodate pupils with special needs and extra adult help will be sought where needed.

**Children not going on the tour:**

Children that are not going on the tour will be provided with work sufficient for the day and will join another class for the day.

**Arrangements for travelling from school to home on return:**

Parents will be provided with an estimated time of return to the school. The school office (Principal, Secretary) can be contacted by supervising adults on the tour, and Parents/Guardians will be informed of any delays.

**Success criteria**

- This policy's success will be assessed by annual review.

**Roles and responsibility:**

Implementation of this policy is the responsibility of the whole staff.

**Implementation date:**

This policy has been implemented.

**Timetable of review:**

This policy will be reviewed on a regular basis.

**Ratification and Communication:**

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_