

School Outings Policy.

Policy name : School Outings

Ballyfin NS

Introduction

The aim of this policy is to try and ensure the safety, protection and well-being of the children in our care while travelling to/from school outings and also trying to ensure the safety, protection and well-being of the children while they attend these out of school events.

In an effort to ensure the safety, protection and well-being of the children in our care different types of outings require different types of arrangements.

The following policies will also inform the School Outings Policy.

Health, Safety and Welfare Policy , Discipline Policy, Special Needs Policy,
Child Protection Policy, Anti-Bullying Policy

Below are listed the various outings currently associated with Ballyfin N.S. and the arrangements we put in place.

School Outings

- **Hurling / Football / Camogie Games and Training**
- **Swimming Classes in Portlaoise Leisure centre**
- **School Tours**
- **Concerts / Choir / Theatre / Cinema**
- **St. Fintan's Church**

Training Matches and Outings associated with Cumann na mBunscol

Pupils from 5th/6th class partake in the Cumann na mBunscol competitions.

The football leagues take place from September to November.

The hurling / camogie leagues take place from March to April.

Training takes place once a week after school and finishes at 4 p.m.

Parents/guardians are expected to collect their child/children at 4 p.m.

School matches take place during school hours and generally the children are finished and back at the school for 3 p.m.

Pupils travel by bus to away matches.

The teachers involved travel with the team.

Members of the panel who are sick or injured do not travel to these away matches.

Seatbelts to be worn by all children and adults while travelling on the bus.

No mobile phones, nintendos, games etc. are to be brought by children to matches.

Teachers carry the First Aid Kit and school mobile phone in case of emergencies

Most matches begin at 1p.m.

Consequently the children have their lunch before travelling.

In some cases matches may begin earlier eg. 11a.m.

In those instances children may bring a small lunch with them.

There will be no stops at shops on the trip.

Drinks such as juice or water may be brought in plastic bottles to all matches.

Fizzy drinks are not allowed.

Children should have appropriate sports gear when training / playing matches

For football - jersey, boots, togs, gum shield, socks, all in a bag

For hurling /camogie -jersey, boots, togs, socks, , hurley, helmet, in a sports bag.

Children who do not wear a helmet will not be allowed to participate in the hurling / camogie matches and training.

Full school tracksuit to be worn to training and matches.

Children suffering from asthma or respiratory difficulties should take appropriate **inhalers** with them.

School teams/panels are the responsibility of the teachers in charge.

Children must take instruction from the teachers while travelling to/from matches and while they are competing in these games.

Pupils representing Ballyfin N.S. School teams must be respectful of the referee and the decisions he/she makes.

Pupils must also be respectful to opposing teams and shake hands at the end of games.

Swimming

Traditionally aquatics / swimming takes place after Easter each year for a block of six / seven weeks.

Portlaoise Leisure Centre is the venue and 60 pupils per session is the requirement. Ballyfin N.S. presently avails of three swimming sessions.

Generally pupils from 1st to 6th classes attend these lessons.

The children are bussed in /out to the swimming sessions.

The class teachers plus one extra teacher travels with each group. At least one teacher should be male and at least one teacher should be female, if possible.

Children and adults must be seated on the journey and all must wear seatbelts.

Teachers carry the First Aid Kit and school mobile phone in case of emergencies.

Children must bring appropriate swim gear ie swimsuit, togs, swim hat towel.

shower gel, shampoo, goggles and arm bands are all optional.

A suitable sports bag should be used to hold swimming contents.
Children also need a **one euro coin** for their locker **which is refundable**.

Children must not bring any aerosol / sprays with them.

Children attending swimming lessons must be capable of undressing, drying and dressing themselves in the dressing room areas.

Children with special needs, may with parental consent, request help with undressing, drying and dressing from their Special Needs Assistant. The SNA's can only assist the child /children to whom they are assigned. In the event that SNA cover is not available for the swimming session parents/guardians of the child concerned will be consulted. The S.N.A. may assist the child in the pool.

While the teachers are present at the poolside the swimming instructors have responsibility for the direction of and teaching of pupils while they are in the pool or at the poolside.

Children unable to attend swimming lessons because of a medical condition must have a medical certificate from their doctor.

School Tours

School tours traditionally occur in the months of May/June.
However economic factors may determine whether this happens or not.

Two teachers {1 male, 1 female} travel with each class, if possible.

If a child with special needs is in this class then the S.N.A. assigned to that child will also travel.

Teachers carry the First Aid Kit and school mobile phone in case of emergencies

The full school tracksuit is worn on these outings.

On hot days the navy school shorts may be worn.

A spare set of clothes should be brought on school tours.

Appropriate footwear for planned activities is required.

No mobile phones, nintendo games etc, to be carried by pupils.

Any necessary medication should be taken at home before the school tour commences.

If a child is a poor traveller travel sickness tablets should be considered in advance of school tour. Parents/guardians should decide what is appropriate. A spare plastic bag may also be useful !

Sun screen / sun block should be applied to children on hot sunny days.

This should be done at home. Sun screen/sun block can be brought in a travel bag if children need to re-apply it . Only the children themselves can apply the sun screen.

Children from Junior Infants to First class and children with special needs may need assistance when applying these creams. Parental /guardian consent for Junior Infants, Senior Infants and First class must be given before teachers/S.N.A.s can apply these sun screens/sun blocks.

If your child/children are allergic to any of these creams parents/guardians must inform the class teacher.

On school outings children are encouraged to bring a healthy lunch— sandwich, fruit, juice or water in plastic bottle. A few small treats are allowed for these trips! No fizzy drinks .

A sports bag/ travel bag should be used to carry contents.

The children themselves are responsible for the sports bag and its contents.

Children do not need large amounts of spending money.

Teachers will advise/recommend what is appropriate.

Seatbelts to be worn by children and adults while travelling on the bus.

There should be no standing on the bus or moving seats while the bus is in motion.

If the need arises parents may be invited to assist on school tours.

The teachers involved should send out a **brief timetable of events to parents/guardians.**

Departure times from the school plus the **approximate arrival times** should also be given.

The **school mobile phone number** should also be on this timetable.

Only one tour should be arranged on any given day in so far as possible.

Choral Trips/Concert Trips

Relevant class teachers plus the choir co-ordinator should accompany classes on choral outings. Our choir co-ordinator / music co-ordinator is Ms. Emer McLoughlin.

At least one female teacher and one male teacher should be in attendance.

If a child with special needs is attending then the S.N.A. assigned to that child should also travel.

Teachers carry the First Aid Kit and school mobile phone in case of emergencies.

For any choral competitions/ trips to the theatre/cinema etc. the pupils should wear full school uniform.

If choral competitions are day long events then a small lunch may be brought - a sandwich, fruit and drink of juice or water in a plastic bottle.

No mobile phones, nintendos, games allowed on these trips.

Parents should make arrangements in advance with the class teacher if any **medication /inhalers** required.

If a child is a poor traveller travel sickness tablets should be considered in advance of a long trip. Parents/guardians should decide what is appropriate.

A spare plastic bag may also be useful !

The teachers involved should send out a **brief timetable of events to parents/guardians.**

Departure times from the school plus the **approximate arrival times** should also be given. The **school mobile phone number** should also be on this timetable.

St. Fintan's Church Ballyfin.

During the course of the year teachers and classes may visit the church,

The sacrament classes for Communion (2nd class) and Confirmation (6th class) will visit the church in preparation for the sacraments.

Classes involved in choir practice for these sacramental occasions will visit the church .

Altar servers occasionally practice in the church, particularly in preparation for important events.

A school mass involving all the school may also occur during the school year.

The teacher and his/her class walk through the church car park to reach the church.

It is important that one other adult is present with each teacher.

Where altar servers are concerned, Fr. Hennessy and one other teacher will be in attendance for altar service practice.

Children should be well-behaved and respectful while in the church and in its environs.

If a parent / guardian objects to their child / children visiting the local Catholic church on Religious grounds the parent / guardian should make their wishes known to the school Principal so that arrangements can be put in place for their child/children.

Concluding Comment

This policy statement has been prepared based on conditions existing in the school at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes in conditions. All amendments and updates will be recorded in the

School Outings Policy.

The children of 4th ,5th , 6th classes plus the staff of Ballyfin N.S. have been involved in the drawing up of this School Outings Policy.

Parents and the Board of Management have also made contributions.

The school would like to thank these groups of people for their support.

Signed: Patrick B. Hennessy.

Date : 30/11/09

Chairperson B.O.M.

Ballyfin N.S.

School Mobile Phone No: 087 1412798

Ballyfin NS School Outing

Where ? Type in place

When ? Type in date

Cost ? Type in costs eg bus / entry fee

Assemble at school at 9.20 as usual

Return to school at 3pm

Wear School tracksuit and runners

Bring Packed lunch - sandwich , drink, fruit, 2 treats.
Rain Jacket

Parents / Guardians please remember to

apply sun-cream if needed.

consider giving travel sickness tablets if needed in the morning at home.

contact the teacher tomorrow if your child needs inhalers / medication on the trip.

In case of emergency the school mobile number is 087 - 1412798.

Cut off and return to school tomorrow

Pupil name : _____

Class: _____

I / We give permission for the above named pupil to go on the school trip
to _____ **on** _____ .

My current mobile number is _____ .

If the school cannot contact me on this number they should ring

_____ **and ask for** _____ .

Parent / Guardian signature : _____