Polasaí Thuras Scoile

Sainmhíniú:

Turas Scoile: Turais atá eagraithe ag an scoil go háit ar bith lasmuigh de thailte na scoile féin mar shampla, turais thar lear, ceolchoirmeacha, drámaí, comórtais spóirt, ceoil, díospóireachtaí, oireachtais, scléipe, fiontair, laethanta oscailte agus a leithéidí. D'fhéadfadh turasanna lae nó thar oíche a bheith i gceist.

Baineann an polasaí seo le:

Scoláirí, tuismitheoirí, bainistíocht, foireann riaracháin agus múinteoirí na scoile.

Cúis:

- I dtreo is go mbeadh turais scoile reachtálta go sábhálta agus go héifeachtach.
- I dtreo is go mbeadh an t-eolas cuí ag an am cuí ag an mbainistíocht, ag na múinteoirí , ag na scoláirí agus ag na tuismitheoirí .

Aidhmeanna:

- Bunús oideachasúil a bheith le gach turas.
- Go mbeadh na turais scoile ag teacht le spriocanna oideachais na scoile.
- Go gcinnteofaí chomh mór agus is féidir, nach gcuirfeadh na turais as do dhul chun cinn acadúil na scoláirí.
- Go mbeadh turais eagraithe i slí sábhálta agus éifeachtach
- Go mbeadh an t-eolas cruinn agus cuí in am ag na páirtithe leasmhara scoile go léir.

- Déantar gach iarracht turas a roghnú ar chostas agus ar chaighdeán a oireann.

Cur chuige:

1. Beidh Cód Iompair na scoile ag feidhmiú ar gach turas scoile. Tabharfaidh ceannaire an turais treoracha ina leith seo sula dtéann siad ar an turas.
2. Is féidir scoláire a chur abhaile ó thuras scoile má bhíonn sárú tromchúiseach ar rialacha na scoile, mar shampla, eachtra nó iompar a chuirfeadh isteach ar shábháilteacht an dalta féin nó daltaí eile. Caifear treoracha an mhúinteora/airí a leanúint i gcónaí. Déanfar na socruithe cuí leis an tuismitheoir/caomhnóir i ngach cás agus beidh pé costais bhreise a eascróidh as seo le híoc ag an scoláire /tuismitheoir/caomhnóir.
3. Caithfaidh an bhainistíocht gach turas scoile a cheadú.
4. Tá turais scoile eagraithe, chomh mór agus is féidir é sa tslí nach gcuireann siad as do dhul chun cinn acadúil na scoláirí.
5. Bíonn coibhneas réasúnta idir múinteoirí agus scoláirí ar na turais scoile mar shampla, téann ar a laghad beirt aosach in éineacht le foireann spóirt.
6. Déanfaidh an bhainistíocht i gcomhar leis an bhfoireann atá fágtha socruithe do na ranganna a bheidh le clúdach agus do na scoláirí a bheidh fágtha. Caithfear obair a fhágaint i gcónaí do na ranganna atá le clúdach.
7. Beidh discréid iomlán ag an scoil maidir le cé hiad na scoláirí a bheidh páirteach i dturais scoile. Is féidir cruthú a lorg ó scoláirí atá ag déanamh iarratas le bheith rannpháirteach i dturas scoile go bhfuil said sásúil ó thaobh obair acadúil scoile, obair bhaile, iompar agus comhoibriú le húdaráis na scoile.
8. Ní ghlacfar freagracht ar bith as shocruithe a dhéanann na scoláirí féin ag taisteal go cluichí /lá oscailte s.rl.
9. Beidh cead scríofa roimh ré ó thuismitheoir/caomhnóir ag teastáil do gach turas scoile thar oíche nó thar lear.

10. Beidh cead scríofa ó thuismitheoir/caomhnóir ag teastáil más gá do scoláire cógais/oideas leighis a thógaint

11. Ba chóir don tuismitheoir/caomhnóir aon eolas eile a chabhródh chun sláinte agus sábháilteacht scoláire a chinntiú a chur ar fáil don scoil.

12. Moltar go láidir do thuistí/caomhnóirí na cáipéisí a sheoltar ón ngníomhaire taistil a scrúdú go mionn sula ndeintear aon íocaíocht. Beidh an conradh, agus pé coinníollacha a leanann é, idir an dalta/caomhnóir agus an gníomhaire taistil.

13. Ar thurasanna thar lear bíonn Pas ag teastáil. Cinntigh go dtugtar na sonraí cruinn de réir an Pas san, go bhfuil an Pas ort agus tú ag taisteal, agus go dtugtar don gceannaire/múinteoir an Pas le coimeád in áit sábháilte más cuí.

14. Beidh ar thuismitheoir/caomhnóir socruithe cuí a dhéanamh i ngach cás chun na scoláirí a thógaint ón mbaile go dtí an bpointe cruinnithe don bhus/córas taistil ag imeacht agus chun na scoláirí a thógaint abhaile ón ionad atá curtha in iúl i slí atá sábhálta agus éifeachtach.

15. Is é/í an múinteoir/ceannaire atá i bhfeighil ar an turas atá freagrach as na socruithe go léir, I gcomhar leis an mbainistíocht.

16. Beidh ar cheannaire an turais an bus taistil a chur in áirithe trí chóras oifige na scoile.

17. Beidh ar cheannaire an turais aon airgead atá bailithe a phróiseáil tríd an Oifig agus Aip na scoile.

18. Caithfear sonraí an turais chomh maith le liosta na scoláirí atá rannpháirteach a chur ar fáil don bhainistíocht agus do fhoireann na scoile. Ní miste gach eolas maidir le cluichí/comórtais s.rl a bheith ar fáil ar a laghad trí lá roimh ré.

19. Tá ar an múinteoir atá i gceannas a chinntiú go dtógtar bosca garchabhrach mar is cuí.

20. Caithfear glacadh le treoracha an duine i gceannas ar an turas nó ionadaí an duine sin i ngach cás agus déanamh dá réir i rith an turais.

21. Caithfear an éide scoile a chaitheamh go hiomlán ach sa chás go gcuireann an bhainistíocht a mhalairt in iúl.

Cur i bhfeidhm:

Beidh an polasaí seo curtha i bhfeidhm ag an mbainistíocht, múinteoirí, foireann riaracháin, tuismitheoirí / caomhnóirí agus scoláirí.

Dáta glactha ag Bord Bainistíochta na scoile:

Déanfar na cleachtais i leith turais scoile a phlé go rialta ag cruinnithe múinteoirí, cruinnithe comhairle na mac léinn agus cruinnithe comhairle na dtuismitheoirí. Cuirfear leasuithe / moltaí eile faoi bhráid an Bhoird nuair is gá.

Tógtar aird sa pholasaí seo de Nósanna Imeachta maidir le Caomhnú Leanaí i mBuncoileanna agus in Iar-bhunscoileanna (Ciorclán 0088/2017).

Policy on School Trips

Definition:

School Trip: The term school trip covers all outings off the school premises for example, school tours, concerts, plays, sports activities/competitions, music, debates, oireachtas, scléip, fiontar, debates, careers exhibitions and university/college open days. Some may be day trips and others could be overnight(s).

This policy refers to:

This policy is applicable to students, parents/guardians, management, administration and teachers.

Purpose:

- To ensure that school trips are planned and organized effectively and safely.
- To provide relevant information at the appropriate time for management, teachers, students and parents.

Aims:

- All school trips will have an educational basis.

- School trips will be organized to complement school work, for educational or sporting purposes.

- School trips have considerable educational value. However, they must be planned and organized in a way that causes least disruption to the day-to-day routine.

- All Trips will be organised effectively and safely.

- All information provided to the relative partners should be precise and accurate and communicated on time.

- We endeavor to provide/choose an option that's of a certain standard and reasonable.

Procedures:

1. The Code of Behaviour in its entirety will apply to all school trips. The leader appointed will therefore brief the students before every trip.

2. A student in serious breach of school rules e.g. behaviour that may be harmful to the student or others, may be sent home from a school trip. The instructions of the teacher/assistant have to be followed at all times. All the necessary arrangements will be agreed with parent/guardian and any extra expense incurred as a result will be recouped from student/parent/guardian.

3. Permission must be sought and approved by Management regarding all school trips.

4. All school trips are organised in such a way that disruption to student's academic progress is kept to a minimum, as far as possible.

5. On all trips there must be an appropriate ratio between the number of students and the number of staff travelling with a minimum of two teachers/adults to accompany sports teams.

6. The Management, in conjunction with staff, will ensure that students who are not participating in an educational trip are adequately catered for while their teachers are away on school tours/trips. The teacher(s) should ensure to leave class work to facilitate continued class progress.

7. The school will have the final say on whether or not a student is allowed to participate in school trips. Students applying to partake in the tour may be requested to provide

satisfactory evidence regarding academic school work, homework, behaviour and cooperation with school management.

8. Under no circumstances will the school take responsibility for students who organise their own travel arrangements to matches/ open days etc.

9. The school will require written parental consent for their son/daughter taking part in overnight trips and school tours abroad.

10. Parents/guardians must also give written consent if their son/daughter needs to take medication during the trip.

11. Parents/guardians are required to furnish the school with any additional information regarding their son/daughter that may be necessary to ensure the health and safety of the student at all times during the trip.

12. We strongly recommend parents/guardians examine all documents/policies sent by the relevant travel agency before any payment is processed. The contract, and all the conditions related to it, will be between the student/guardian and the travel company.

13. On foreign trips a Passport is required. Ensure that you provide particulars/details as per said Passport, that you bring the Passport with you when travelling, and that you give the Passport to the organizer/teacher for safe keeping if appropriate.

14. For trips that extend beyond normal school hours, it is the responsibility of parents/guardians to ensure that arrangements are in place for their son's/daughter's journey to/from the school/ meeting point.

15. The organising teacher/leader, in collaboration with Management, is responsible for organising the trip and is wholly responsible for all the arrangements made.

16. The organising teacher should adhere to the school's customary procedures when reserving transport.

17. The organising teacher must process all monies through the school's office and the school App.

18. In relation to trips, matches, competitions; full details, including date, time and names of participating students must be presented to management and to colleagues at least three days before the event is due to take place.

19. The teacher must ensure to carry a First Aid kit on all trips as appropriate.

20. The instruction of any teacher/leader in charge must be obeyed at all times during the trip.

21. Students will be required to wear the official school uniform on all trips unless otherwise advised in advance by school management.

Policy in place:

This policy will be implemented by Management, teachers, the administration team, parents/guardians and students.

Approved by the Board of Management on the:

School trip practices will be regularly discussed at parent meetings, student council meetings and parent council meetings. All amendments/proposals will be directed to the Board of Management as required.

This policy adheres to Child Protection Guidelines for Primary and Post Primary Schools (Circular 0088/2017).