Pelletstown Educate Together National School

Whole School Policy:
School Tours/Trips

Ratified: 10th September 2026

To be reviewed: Term 3, 2031

Pelletstown Educate Together National School

School Tours/Trips Policy

Introduction and Rationale

Pelletstown Educate Together National School recognises the educational value of school tours and day trips as an integral part of the primary school curriculum. School tours provide pupils with opportunities to enhance learning through real-life experiences, to develop social skills and to broaden their understanding of the world beyond the classroom. This policy has been developed in accordance with Department of Education guidance, Financial Support Services Unit (FSSU) best practice, and the school's Child Safeguarding Statement and Risk Assessment.

Scope of Policy

This policy applies to all school tours and day trips organised by Pelletstown Educate Together N.S. during the school day.

This policy does not apply to overnight or abroad trips. Should such trips be considered in the future, a separate policy and approval process will be required.

This policy also does not apply to outings within the locality. Permission for children to participate in such local outings is obtained upon registration in the school. Such destinations might include, but are not limited to; Crescent Park, Rathborne green, playgrounds in Rathborne/Royal Canal Park, Tolka Valley Park, Broombridge (Hamilton's Quaternion plaque), Teagasc, the Royal Canal and Canal Locks, local shops and amenities such as the post office.

Guiding Principles

School tours should;

- Have a clear educational purpose linked to the curriculum
- Be age-appropriate and inclusive of all pupils where possible
- Be planned with pupils' safety, wellbeing and safeguarding as the primary consideration
- Be financially transparent and affordable
- Comply with Department of Education, FSSU and school policies

Roles and Responsibilities

Board of Management

- Approves the School Tour Policy
- Ensures compliance with Department of Education and FSSU guidelines

Principal

- Oversees the implementation of this policy
- Ensures that appropriate supervision, risk assessment and safeguarding measures are in place
- Approves all school tours prior to booking or payment
- Ensures parental permission is obtained via Aladdin

Class Teacher

- Check proposed date with Principal
- Plan and organise school tours by booking with the venue (ensuring the venue is in line with this policy)
- Complete a concise risk assessment for each tour destination (Appendix A)
- Ensure adequate supervision and first aid arrangements
- Follow Child Protection and Safeguarding procedures at all times

Postholder with responsibility for school tours

- Dissemination of information relating to school tours
- Coordinate and oversee google document detailing all school tours in the academic year
- Liaise with bus company regarding bookings for school tours

Planning and Approval Procedure

Proposal

The organising teacher prepares a proposal outlining:

- Educational purpose of the trip
- Destination and date
- Transport arrangements
- Estimated cost per pupil
- Supervision arrangements

Approval

All school tours must be approved by the Principal before:

- Any bookings are made
- Any payments are collected
- Any communication is issued to parents

Communication with Parents Parents/carers will be informed in advance via Aladdin of:

- Destination and educational purpose
- Date and times of departure and return
- Transport arrangements
- Cost and payment method
- Clothing, food or equipment requirements

Parental Permission

- Written parental permission for all school tours and day trips will be sought via Aladdin.
- Pupils may not attend a tour unless permission has been received.

Child Safeguarding and Supervision

All school tours are subject to the school's Child Safeguarding Statement and Risk Assessment.

- Appropriate supervision ratios will be maintained, generally a minimum of 1 adult per 15 pupils, adjusted where required based on age, needs and risk
- All supervising adults must be appropriately vetted
- Staff must adhere to the school's Child Protection Procedures at all times
- Any child protection concerns arising on a school tour will be dealt with in accordance with the school policy.

Annual School Tour Destinations

Pelletstown ETNS has established a programme of school tour destinations for each class level on an annual basis. The selection of destinations takes account of the age and developmental stage of pupils, curriculum objectives, accessibility, educational value, cost, travel time and the practical experiences of previous school tours.

The proposed destinations were identified and reviewed in consultation with staff and pupils.

The school aims to provide pupils with a varied range of experiences throughout their primary school education. Where appropriate, destinations will be selected to offer different types of learning experiences, including opportunities for cultural, historical, environmental, scientific, sporting and social learning.

The following destinations will normally be associated with each class level for their annual trip. Each class will have the opportunity to participate in one tour each year that is primarily focused on enjoyment, social interaction and creating positive shared experiences with classmates. While these trips may also provide valuable learning opportunities, their main purpose is to provide pupils with an enjoyable and memorable experience outside of the school setting.

Class Level:	Destination:
Autism Classes	Pupils in the autism class will attend the school tour with their associated mainstream class, where appropriate, and will also attend their own class school tour which will be decided annually by the teacher, based on the needs and interests of the pupils in the class (Suggestions; Exploruim, Newbridge House and Farm)
Junior Infants	Newgrange Farm
Senior Infants	Explorium
1st Class	Rockfield House or Causey Farm
2nd Class	Navan Adventure Centre or Cinema and Bowling
3rd Class	Jump zone and Croke Park
4th Class	Emerald Park
5th Class	Irish National Sailing School
6th Class	Clara Lara

Additional School Tours

Throughout the school year classes from 1st – 6th Class may go on additional tours or trips. These may be relevant to the curriculum/topic being covered, have links to the SEE curriculum or be a bespoke or unique trip suitable for a particular class and their interests.

The suggested trips, with linkage to the SEE whole-school plan are as follows:

Class Level:	Destination:
1st Class	Tolka Vally (Tree Trail)
2nd Class	Phoenix Park visitor centre
3rd Class	The National Museum (Collins' Barracks)
4th Class	Dublinia/Viking Splash
5th Class	Dáil Éireann/Epic Museum
6th Class	Kilmainham Gaol/Glasnevin Cemetery

Local places of interest may also offer enrichment opportunities to classes, including; Crescent Park, Rathborne green, playgrounds in Rathborne/Royal Canal Park, Tolka Valley Park, Broombridge (Hamilton's Quaternion plaque), Teagasc, the Royal Canal and Canal Locks, local shops and amenities such as the post office.

Cost to parents

Pelletstown ETNS acknowledges the need to balance curriculum enriching trips with the cost to parents. This policy therefore sets out the guideline that parents should be asked to pay no more than €30 per school trip.

Where practical and appropriate to the destination, public transport will be used for school tours. The use of public transport can provide valuable learning experiences for pupils while also helping the school to keep the cost of school tours as affordable as possible for families.
Where public transport is being used, parents/carers will be asked to ensure that their child brings their Leap Card with them on the day of the tour, where they have one.
Parents/carers are encouraged to obtain a Leap Card for their child where possible. Information on applying for a child/student Leap Card through the National Transport Authority will be provided to families where appropriate. Leap Cards may also be purchased through participating local retailers, where available.
Where public transport is not practical or appropriate due to the destination, number of pupils travelling, accessibility requirements, journey time or other considerations, alternative, private transport arrangements may be made.

Number of trips per year

Pelletstown ETNS acknowledges the need to balance curriculum learning both within the classroom and through curriculum enriching opportunities outside of the school setting. When considering school tours, classes will generally experience a minimum of 1 and a maximum of 3 school trips per year to include the annual school tour, an SEE-related trip, and another bespoke trip which may be relevant to the class's interests and needs.

Associated Classes

Pupils in the autism class may attend the school tour with their associated mainstream class, where appropriate, and will also attend their own class school tour which will be decided annually by the teacher, based on the needs and interests of the pupils in the class. This will be detailed in the child's Inclusion Plan, as part of their SSP. An ANA from the pupil's Autism Class must accompany the pupil attending the school.

Risk Assessment

A risk assessment must be completed in advance for school tours, using the template at Appendix A.

The risk assessment should include:

- Identification of potential hazards
- Control measures to reduce risk
- Child safeguarding considerations
- Emergency and first aid arrangements

Completed risk assessments will be retained by the school on the school's shared Google Drive.

Relationships and Code of Positive Behaviour

Pupils are expected to adhere to the school's Relationships and Code of Behaviour Policy while on school tours.

Where concerns exist regarding a pupil's behaviour and potential safety risk, the Principal, in consultation with parents, may decide that the pupil does not attend the tour. Such a decision may also be taken in line with the natural consequences element of the Relationships and Code of Positive Behaviour Policy.

Health, Safety and Emergencies

- A first aid kit must be taken on all tours
- At least one adult on each tour must be trained in first aid
- Medical and emergency contact information must be available during the trip
- In the event of an emergency, parents/carers will be contacted as soon as practicable

Ratification, communication, implementation and review

This policy was ratified and adopted by the Board of Management of Pelletstown Educate Together National School on 10th September 2026.

This policy will be published on the school website, and a hardcopy will also be available from the school office. This policy will be brought to the attention of all staff members upon their appointment to the school.

The implementation of the policy shall be monitored by the Assistant Principal with responsibility for school tours, the Principal and the Board of Management.

This policy will be reviewed periodically, or whenever Department requirements, legislation, safeguarding requirements or developing school needs requires.

Signature of Chairperson: _____ Date: 10/9/26

Signature of Principal: Caitríona ní Cheallaigh Date: 10/9/2026

Date: 10th September 2026

Date for Review: Term 3, 2031

Appendix 1: *Pelletstown ETNS School Tour Risk Assessment Template*

Pelletstown Educate Together National School

School Tour Risk Assessment

Please complete this form in advance of undertaking any school trips. This risk assessment must be saved on the school's Google Drive.

General details:	
School name:	Pelletstown ETNS
Tour destination:	
Date of toue:	
Class(es) attending:	
Teacher(s) in charge:	
Additional accompanying/supervising adults:	

Educational/Social Purpose:
Brief outline of the educational or social value and curriculum links of the tour:

Identified hazards and controls:	
Hazard (Who may be harmed)	Control (What preventative measures are in place)

Child safeguarding considerations:	
Supervision arrangements:	
Specific needs or vulnerabilities of pupils:	
Safeguarding measures in place:	

Review and Sign-off:	
Completed by:	
Signature:	
Date:	

Approval:	
Signature (Principal/Deputy Principal:	
Date:	