

Polasaí Thurasanna Scoile

Ginearálta

Turas lasmuigh den scoil a dtugtar rang, ranganna nó grúpa daltaí scoile air is ea turas scoile. Eagraítear turasanna scoile chun eispéiris a chur ar fáil do na páistí a chuirfidh leis an oideachas a chuirimid ar fáil dóibh ar scoil.

Is faoin múinteoir ranga a bheidh sé turas scoile a eagrú, más mian léi. Ní gá go n-imeodh rang ar thuras scoile. Is féidir turasanna scoile a eagrú ag aon am den bhliain scoile. Is féidir níos mó ná turas amháin a eagrú más cuí é sin a dhéanamh. Muna bhfuil sé d'acmhainn ag teaghlach an pháiste díol as an turas díolfaidh an scoil as go díscréideach.

Nuair atá na socrúithe á ndéanamh do thuras caithfear aois agus pearsantacht na bpáistí a thógaint san áireamh i ngach gné den phleanáil

Daoine Fásta

Is í an múinteoir i gcomhar leis an bPríomhoide a roghnóidh na daoine fásta atá le dul ar an turas. Is iad na daoine seo amháin a mbeidh cead acu dul ar an turas. Ní phléifear roghnú na ndaoine seo le haon duine eile.

Má tá duine nó daoine fásta eile ag cabhrú le múinteoir ar thuras is faoi threoir an mhúinteora atá siad ag feidhmiú agus caithfidh siad glacadh le haon treoir réasúnta a thugann múinteoir dóibh. Ba cheart go mbeadh sé seo curtha in iúl ag an múinteoir roimh ré.

Gaeilge

Is ceart gach iarracht a dhéanamh turasanna a eagrú a mbeidh Gaeilge ag aon treoraithe ag bheidh ag obair leis na páistí. Tá sé tábhachtach go gcuirfí eispéiris thaitneamhacha mar seo ar fáil i nGaeilge chun dul i bhfeidhm ar dhearcadh na ndaltaí i leith na teanga. **Is í an Ghaeilge an teanga cumarsáide a bheidh ag gach duine a théann ar thuras leis an scoil i rith an turais.**

Tuismitheoirí

Ba cheart socrúithe a chur in iúl do thuismitheoirí i scríbhinn seachtain roimh an turas, ar a laghad agus fógra dhá sheachtain a thabhairt dóibh maidir le bailiú airgid don turas, chomh maith, ach amháin i gcásanna eisceachtúla nach bhfuil sé seo indéanta. Caithfear cead scríofa a fháil ó thuismitheoirí le go n-imeodh dalta ar thuras scoile.

Gutháin

Beidh cead ag daltaí gutháin a thabhairt ar thurais ach gan iad a bheith ar siúl ach nuair a cheadaíonn an múinteoir é sin. Cé go ndéanfar iarracht réasúnta bainistiú a dhéanamh orthu ní ghlacann an scoil aon fhreagracht as mí-úsáid ghutháin póca d'aon chineál (m.sh. ceamaraghutháin) a bhíonn ag dalta, bíodh an dalta freagrach as an mí-úsáid nó ná bíodh. Ní ghlacaimid aon fhreagracht má chailltear nó má ghoidtear guthán ó pháiste ach an oiread.

Turasanna thar oíche

Má tá níos mó ná turas lae i gceist, sé sin go mbeadh na daltaí ag fanacht as baile thar oíche, is gá iarratas ar chead a chur os comhair an Bhord Bainistíochta agus eolas leis ar na socrúithe atá déanta don turas.

Treoir do thurais scoile

Táimid freagrach ar bhonn leanúnach i rith an turais go léir as na daltaí atá faoinár gcúram. Is gá go mbeadh socrú déanta a thabharfaidh seans réasúnta dúinn lón is eile a ghlacadh ach a chinntíonn go bhfuil feighlíocht shásúil á déanamh againn ar na daltaí.

Is í an Ghaeilge a labhróimid leis na daltaí agus leis na daoine fásta eile ar an turas. Ba cheart dúinn na gnáthchleachtais a thugann cosaint do pháistí agus dúinne a chur i bhfeidhm ar thurasanna scoile.

- Bíodh ár ngníomhartha oscailte agus le feiscint.
- Ná bímís le páiste amháin as raon súil dhaoine eile. Más gá príobháideachas chun déileáil le gortú nó ceartú dalta bímís cinnte go bhfuil níos mó ná beirt i láthair.
- Ná bíodh teagmháil mhí-oiriúnach le páiste againn. Is fearr dúinn, uaireanta, gan éirí páirteach i gcluichí, cluichí teagmhála mar shampla, le daltaí sinsireacha.
- Bíodh ár gcomhrá oiriúnach ó thaobh ábhair agus seachnaímis caint nó téarmaí mí-oiriúnacha.
- Smaoinímís ar ár ngníomhartha ar eagla go bhféadfaí mí-bhrí a bhaint as aon rud nó ár ndea-cháil a scriosadh.
- Má tá buairt orainn faoi aon ní a tharla labhraímís leis na múinteoirí/daoine fásta eile faoi. Tugaimís tuairisc don Phríomhoide nuair a fhillimid.

Iompar

Is féidir bus, DART, traen nó siúl na gcos a úsáid chun dul ar thuras. I gcásanna eisceachtúla d'fhéadfaí gluasteáin phríobháideacha a úsáid.

Ba cheart don mhúinteoir a chinntiú go bhfuil suíochán oiriúnach agus crios ceart tarrthála ag gach páiste ar bhus nó ar ghluasteán, de réir an dlí.

Tá sé de cheart ag múinteoir diúltú bus a úsáid muna bhfuil sí sásta leis.

I gcás thuras bus atá ag dul síos faoin dtír is fiú smaoineamh ar ghluasteán a bheith in éindí leis an turas ar eagla go mbeadh gá leis. Díolfaidh an scoil as costaisí peitрил is eile an ghluasteáin.

Is ceart aird ar leith a choimeád ar na doirse éigeandála agus duine fásta a chur ina suí in aice le haon cheann a fhéadfadh páiste a oscailt.

Má thuigtear don mhúinteoir atá i gceannas an turais ag aon pointe go bhfuil an córas taistil mí-shábháilte tá sé d'údarás aici agus de dhualgas uirthi na páistí a bhaint den fheithicil agus socrúithe eile a dhéanamh maidir le leanúint ar aghaidh leis an turas nó filleadh abhaile. Ba cheart teagmháil a dhéanamh leis an bPríomhoide chun é seo a phlé, más féidir.

An comhlucht bus

Déanfaidh an scoil gach iarracht comhlucht d'ardchaighdeán a fhostú. Ba cheart don chomhlucht a chinntiú go bhfuil suíochán do gach páiste ar an mbus, crios tarrthála, chomh maith agus an bus i ndea-chaoi

Ba cheart go mbeadh an tiománaí béasach agus cabhraitheach ina (h)iompar i leith an ghrúpa scoile agus gairmiúil ina iompar. M.sh. Ní ceart di guthán póca a úsáid agus í ag tiomáint.

Líon na nDaltaí

Ní ceart go mbeadh meánuimhir níos mó ná 15 dalta in aghaidh an duine fásta ar aon turas scoile i Rang 1-6. Ní ceart go mbeadh meánuimhir níos mó ná 10 dalta in aghaidh an duine fásta le haon rang Naíonán.

Is féidir go dtabharfaí daltaí as Rang 6 ar thuras le ranganna naíonán, ach cead i scríbhinn a bheith faighte ó na tuismitheoirí, chun cabhrú leis na daoine fásta.

Ba cheart do mhúinteoirí a chinntiú go bhfuil freastal sásúil á dhéanamh ar riachtanais inscne-shonrach na ndaltaí ar aon turas maidir le cúram a dhéanamh díobh go pearsanta, dul go dtí an leithreas, athrú éadaí is rl.

Drochiompar

Tá sé de chead ag múinteoir – i gcomhar leis an bPríomhoide – cead a dhiúltú do pháiste dul ar thuras scoile de bharr drochiompair roimhe sin nó do de bharr eagla drochiompair i rith an turais. Cuirfear é seo in iúl do na tuismitheoirí.

Chéad Chabhair agus Tinneas

Tabharfar bosca Chéad Cabhrach ar gach turas ar eagla timpiste. Tabharfar liosta teagmhála de na tuismitheoirí ar eagla gurbh ghá teagmháil a dhéanamh leo.

Má tá páiste tinn ar maidin ní ceart í/é a chur ar an turas scoile. Má tá riachtanais speisialta sláinte, bídh nó eile ag páiste tá sé de dhualgas ar an tuismitheoir a chinntiú go bhfuil an t-eolas cuí ag an múinteoir agus na socruithe cuí déanta. Má tá leigheas le tógáil ag páiste i rith an turais scoile caithfidh tuismitheoir na socruithe cuí a bheith déanta chuige sin leis an mBord Bainistíochta.

Má éiríonn páiste tinn le linn an turais tabharfaidh na múinteoirí aire don pháiste sin. Ní fhágfar an páiste léi/leis féin ar an mbus ná in aon áit eile. Má mheasann an múinteoir gur gá cuirfear scéala chuig na tuismitheoirí le go ndéanfar socrú chun an páiste a thabhairt abhaile.

Fearas

Ba cheart málaí plaisteacha don bhruscar, málaí tinnis agus páipéar cistine a thabhairt ar thuras.

Cumarsáid

Beidh guthán póca ag an scoil. Tabharfar an guthán póca sin ar thurasanna. Beidh an uimhir ag tuismitheoirí na ndaltaí agus beidh siad in ann glaoch air, más gá.

Má tá níos mó ná turas amháin ag tarlú ar an lá céanna déanfar cinneadh ciallmhar ionas gur féidir teagmháil a dhéanamh leis na turais.

Má tá guthán póca ag múinteoir/feighlí turais is féidir an uimhir a fhágáil in Oifig na Scoile. Is féidir leis an scoil teagmháil a dhéanamh leis an ngrúpa ansin ar mhaithe le tuismitheoirí más gá.

Is ceart Oifig na Scoile a choimeád ar an eolas maidir le ham fillte an turais.

Bord Bainistíochta

Is féidir leis an mBord Bainistíochta eisceacht a dhéanamh in aon cheann de na teoracha thuas má mheasann siad gur ar mhaithe leis na daltaí é.

Bealtaine 2007

Rialacha do na páistí

Táthar ag súil leis an gcaighdeán ard céanna iompair uainn is a bítear ag súil leis ar scoil.

Caithfimid treoracha na múinteoirí nó na ndaoine fásta údaraithe eile a leanúint.

Fanfaimid inár suí agus an bus/traein ag gluaiseacht.
Fanfaimid lenár ngrúpa agus ár nduine fásta údaraithe féin de réir mar a leagann an múinteoir amach. Tá sé riachtanach nach n-imeodh aon pháiste againn aon áit gan chead múinteora/duine fásta údaraithe.

Is fearr lón sláintiúil a thabhairt ar thuras. Ní bheidh cead againn dul chuig siopa ach nuair a eagraíonn an múinteoir é.

Is ceart dúinn éadaí oiriúnacha a chaitheamh. Ba cheart an éide scoile a chaitheamh ach nuair atá a thugann múinteoir a mhalairt de threoir.

Fágfaimid aon bhus nó aon láthair chomh néata is a fuarthas é.

Tá cead againn gutháin póca a bheith linn ach níl cead iad a bheith ar siúl gan chead an mhúinteora. Tá cosc ar fhearas leictreonach cluichí, ceoil nó eile.

Caithfimid aire a thabhairt dár málaí agus fearas féin.

School Tours Policy

General

A school tour is a tour on which a class, classes or group of students are brought. School tours are organised to provide children with an experience that will add to the education with which we provide them in school. A tour should be educational and have some relevance to the curriculum.

It is the responsibility of the class teacher to organise the school tour, if (s)he wishes. It is not compulsory for a class to go on a school tour. A school tour may be organised at any time of the school year. More than one school tour may be organised, if that is practicable.

Any other adult(s) helping the teacher with the school tour will do so under the supervision of that teacher, and they must accept any reasonable instruction the teacher may give. The teacher should be made aware of this beforehand.

Every effort must be made to ensure that any instructors, who will be dealing with the children, can do so through the medium of Irish. It is important to provide enjoyable experiences like these through Irish, to enhance the childrens' attitude toward the language.

When preparations are being made for a tour, the childrens' age and characters should be taken into account, in each aspect of the planning.

Parents should be informed in writing of tour arrangements, at least one week in advance. They should also be given one week's notice regarding the collection of money. Parents must supply expressed written permission before a child will be allowed to go on a school tour.

If the duration of the tour is greater than one day, i.e. the children are staying overnight at another location, permission must be sought from the Board of Management to organise the tour, and the Board must be supplied with details of arrangements made for that tour.

Instructions for adults on school tours/ Instructions for teachers and parents

We are at all times during the tour, responsible for the students in our care. Arrangements should be made to give us a reasonable chance to take lunch etc., while at the same time, ensuring proper supervision of the children.

We will speak **only** Irish to the students and other adults on the tour.

We should implement standard practice to protect the children and ourselves while on school tours.

All our actions will be open and transparent. We will not be alone with one child, out of sight of others. If privacy is required to deal with injury or correction, ensure there are at least two people present.

There will be no improper contact with children. We are better off not taking part in some games, contact sports for example, with the senior children.

Topics of conversation should be appropriate. Improper terms and language are to be avoided.

Consider your actions carefully, for fear they could be misconstrued and/or your good name ruined.

If we are worried about any incident, we should speak to the teacher/other adults about it. We will submit a report to the principal upon returning.

Conduct

A private bus, DART, train or walking may be used as modes of transport for a school tour. In exceptional cases, a private car may be used.

The teacher will ensure every child has a proper seat **and** safety belt in a car or a bus.

A teacher reserves the right to refuse to use a bus if (s)he is not happy with it.

Regarding bus tours down the country, a private car might accompany it, should it be deemed necessary. The school will pay the costs of petrol etc. for that car.

Special attention should be paid to emergency exit doors. An adult should sit beside any door a child could open.

If at any stage, the teacher in charge of the tour feels the mode of transport is unsafe, (s)he has the authority to remove the children from the vehicle, and to make other arrangements to continue with the tour, or return home. If possible, the principal should be contacted to discuss this.

The bus company

The school will make every effort to employ a company of high standards. The company should ensure there is a seat for every child, a safety belt in every seat and that the bus is in proper working order.

The driver should be mannerly and helpful in his/her dealings with the school group and responsible in his/her conduct, for example, mobile phones should never be used while driving.

Student numbers

Each class/group going on a tour should be accompanied by two adults(at least one teacher among them).

There should be no more than an average of 20 children to one adult for any tours involving Rang 1-6. There should be no more than an average of twelve students to one adult for any tours involving either of the Infant classes.

Students from 6th class may be brought on school tours to help the adults. These students are counted among the children for averaging purposes.

Rules for children

We expect the same high standards of conduct from the children on school tours as we do in school.

Children must follow the instructions of the teachers and/or authorised adults.

Children will remain seated while the bus or train is moving.

The children will remain with their own group and minder, as the teacher has indicated. It is imperative that no child/children go anywhere without permission from a teacher or authorised adult.

Children will bring a healthy lunch and appropriate clothing with them. School clothes should be worn except when there is an obvious reason not to. Children may only go to the shops when the teacher has organised it. Children will leave any bus, train or place as tidy as they found it. Children may have mobile phones with them, but they may only be turned on with the teacher's permission.

Each child must look after their own bag and equipment.

Misconduct

A teacher may – in consultation with the principal – refuse permission for a child to attend a school tour. This refusal may be based on misconduct prior to the tour, or fear of misconduct while on the tour. Parents will be made aware of this.

First Aid and Sickness

A First Aid box will be supplied for every trip, in case of accident. A contact list of all parents will be drawn up, should the need to contact them arise. If a child is sick in the morning, they should not be sent on the school tour. If a child has special health requirements, certain food for example, the parents must ensure the teacher has all the relevant information and the necessary arrangements are made. If a child has to take particular medication while on the school tour, the parents must ensure the proper arrangements for this have been agreed with the Board of Management.

If a child becomes ill during a school tour, the teacher(s) will care for that child.

The child will not be left alone on the bus or in any other place. If the teacher deems it necessary, the parents will be contacted to make arrangements to bring the child home.

Equipment

Plastic bags for rubbish, sick bags and kitchen paper should be brought on tours.

Communication

If the teacher/carer has a mobile phone, the number shall be left in the school office.

In this way, the school can contact the group on behalf of parents if needs be.

The school office should be kept informed as to the estimated return time of the school trip.