

St Ignatius College SIGŃIEWI PRIMARY
OUTINGS POLICY

1. An indication of all planned outings and cultural visits for each year group should be given to the Assistant Head in charge of outings in the beginning of the scholastic year, covering all three terms. This should be first discussed between the year group teachers, then with the Assistant Head in charge of the particular year group.
2. At the beginning of the scholastic year each year group should chose a spokesperson (one of the teachers) to liaise with the Assistant Head in charge of outings. This teacher acts as a representative for that particular year group in matters which have to do with outings.
3. A maximum of one outing a month should be planned.
4. Space should be left for other probable activities which crop up during the year, like Theatre in Education and other outings like Cinema in the Christmas and the Easter season. If possible these should be included in the original schedule.
5. The week preceding half-yearly and annual exams is to be avoided as much as possible. Outings should also be well distributed, avoiding having two outings very close to each other.
6. In the beginning of each term a definite decision should be taken by each year group about the outing/s to be organized during the respective term (between 1 and 3), thus confirming or amending the indication given at the beginning of the scholastic year.
7. This list should include the venue for each outing (an telephone number if available), together with three chosen dates, in order of preference, and other details like places to be visited, a timetable listing times of visit, time of departure from schools and approximate time of arriving back at school.
8. This list should be forwarded by the year group representative to the Assistant Head in charge of outings during the first week of each term, after consultation has taken place between all teachers in that year group and the A/H in charge of that particular year group.
9. In general, students should not be taken to the same venue (e.g. a particular historical site) more than once throughout their primary schooldays. Therefore there should be a number of venues assigned to each year group. This list should be agreed upon in the beginning of a

scholastic year, and reviewed and discussed with all those concerned every year (see attached list of venues for discussion).

10. All outings and visits are to be educational and should be directly or indirectly linked to the curriculum and preferably to the syllabus of that year group. Visits to the cinema at Christmas and/or Easter should be considered as exceptional season treats.
11. An extra effort should be made by all teachers to take the maximum advantage out of each outings. Handouts, varied exercises and discussions are to be held in preparation, during the visit itself and as a follow-up to each visit.
12. A copy of all material used should be forwarded to the Assistant Head in charge of outings, preferably before the actual date of the outing.
13. When the A/H in charge finalises all arrangements (bookings of venue/s, transport, etc) the teacher/s concerned are to inform the Assistant Head i.c. of their year group of all the final details.
14. Each and every student should then be given the appropriate form. This 'outings consent form' can be obtained from the office of the A/H in charge. This contains details about venue, date of outing, money to be collected, together with a detachable form of consent. This part of the form must be returned to the teacher, signed by the parent/s, together with the money.
15. For cultural outings that include an entrance fee the limit is 5.82 Eur including transport. For any other outing the limit is 4.66 Eur (SILC 112/03)
16. Teachers should never take any student out on an outing if this form of consent hasn't been signed and returned.
17. If possible, the money collected by the teacher should be forwarded to the A/H i.c. at one go, when all students going out have paid, and not on separate occasions. However this should not be left for a very late stage, especially when the number of students attending must be known in advance. For this purpose each case will be treated on its own merit, and a fixed deadline should be adhered to. Money should not be left in classrooms. Transport money is not refundable.
18. The consent forms should be kept by the respective class teachers.
19. When the need arises especially in Kinder, Yr 1 and Yr 2 classes, when no other member of staff besides the teachers is available, teachers are to

- be consulted regarding parents' help for supervision. Parents accompanying, are not to be the parents of the children in the particular class.
20. Teachers going on an outing should carry with them a First Aid box. This should be taken from the office before leaving and returned to its proper place on returning to school.
 21. Students are to be advised about the type of attire they are to wear for the outing (full uniform/tracksuit/etc). If a student does not comply, s/he might not be allowed to go for the outing.
 22. Any accident or misbehaviour during an outing is to be reported to the administration immediately on returning to school.