

## FIELD TRIP POLICY

### PURPOSE AND SCOPE

Field trips are planned as an important feature of the academic year as an extension of the classroom experience that expand and reinforce concepts learned and can provide new and unique experiences that might not be available in the classroom setting.

Every academic year field trips are planned and approved by the SLT through established procedures for all phases:

- **Academic-enrichment:** a curriculum-associated learning experience to afford students the opportunity to gain insight, information or knowledge. Such trips will have an educational objectives that have been clearly defined, including pre-planning, follow-up activities and evaluation, wherever applicable;
- **Socio-cultural enrichment-**experiences aimed at creating students' awareness about the culture and heritage of the UAE.
- **Community Service** – routine trips to instill personal, social and environmental responsibility in students by synthesizing academic course work with real world experiences and give back to the community as engaged citizens.
- **Edutainment-** experiences associated with fun trips planned for entertainment and relaxation as class parties/ cultural events /movies etc
- **Interscholastic activities:** inter-school/inter-emirate events in which students participate as representatives of the School, such as, but not limited to, sports, cheerleading, and the performing arts.
- **Virtual Field Trip-** a guided exploration through the worldwide web that organizes a collection of pre-screened, thematically based web pages into a structured online learning experience.

### Duration of Field Trips

**Day trips-** conducted within school hours

**Long-distance and Overnight trips-** a full day trip or overnight travel between the hours of midnight and six a.m., inclusive, or an overnight stay is planned within UAE.

**Overseas trips-** a multi-day program beyond the borders of UAE.



Cambridge Assessment  
International Education

Cambridge International School

## PLANNING AND PROCEDURES

- All trips should be properly documented and a file should be maintained including copies of all forms and letters used in the planning, parental consent forms for the trips as well as with evidence such as photographs, videos or write ups.
- Age appropriateness and relevance should be kept in mind when planning any trips.
- Field trip planning form approved by the SLT and the school doctor shall account for risk-assessment, health & safety precautions, and SEN provision.
- Request for Transport form should be submitted at least 3 days in advance by the concerned department, approved by the SLT.
- In case of venues which have not been visited before, a SMT member will visit the site and ascertain the feasibility of the trip and identify any health and safety issues.
- The Principal will approve, in conjunction with the Head of School, overnight/overseas field trips.
- Staff student ratio will be at least 1:10; the staff member will be responsible for the group of children assigned, which includes registering headcount, and all other procedures.
- One senior staff member will assume the role of team-leader who will monitor all staff and students throughout the trip.
- All procedures for First Aid should be ensured by the school doctor in conjunction with the transport supervisor. In the event of an accident or illness of a student, medical treatment should be promptly sought and the school and parents/guardians notified as soon as possible.
- A specific caregiver will be assigned to each group of children. A staff member will always accompany the children to a public restroom.
- On every field trip, the students are accompanied by a qualified nurse from the school.
- For any trips requiring payment, the school covers a partial amount with the balance paid by the parents.
- Information related to the field trips are posted well in advance by a circular on the website (if payments are not involved) or an acknowledgement slip is sent and payments are collected by the class teacher and submitted to the School Bursar.
- The responsibility for handling the payment amount at the venue should be given to one member of the group of teachers accompanying the students on the trip.
- All students will be taken to the site of the field trip by the School Transport.
- Prior to the trip, depending on the time and venue, it will be decided whether the students will have their midday meal during the trip or after they return to school.
- The team leader on every field trip is informed of the Drivers, Transport supervisor's, Key Stage Coordinators and the nurse's mobile numbers, so they can contact them in case of an emergency.



- Due to school transport timings for the Kindergarten, day trips should be arranged so that the buses return to the school by 11:45 am at the latest.
- In case of a long-distance trip, it can be extended beyond 11:45 am with adequate transport arrangements.
- Feedback with regards to the trip students is obtained from the teachers as well as the students and documented for future reference.

### STUDENT BEHAVIOUR

- Students participating in field trips must meet the same standards of behaviour which are required in the regular school setting, as outlined in the school's Code of Conduct. Students are also expected to observe the regulations established by the site they are visiting.
- Students participating in field trips must be made aware of the consequences of unacceptable behaviour.
- Parents must be notified in advance of serious behaviours that would compromise a student's participation in a Field Trip.
- Any untoward incident must be reported to the Principal and concerned Head of School immediately by the team-leader. A decision may be made by the Principal regarding the need for further disciplinary action.

<b>Policy Details: Field Trip Policy</b>	
<b>Version Date</b>	<b>August 2020</b>
<b>Review Date</b>	<b>August 2022</b>

