



SCHOOL TRIPS

GEMS MILLENNIUM SCHOOL, SHARJAH

REVIEWED IN: JANUARY 2017, OCTOBER 2017 & MARCH 2019

POLICY ON SCHOOL TRIPS

It's important to make outings as safe as possible while allowing students to learn from their experiences in a variety of settings.

Aims and principles of the policy: The school acknowledges that students can derive immense educational benefit by taking part in off-site visits. Taking part in problem solving, decision-making and residential experiences both at home and abroad can enhance the development of personal and social skills. The knowledge and experience gained beyond the classroom can consolidate and extend the taught curriculum within it. This policy seeks to establish a framework from which students can benefit in a safe, healthy and secure environment.

An activity organised through the school. Activities may take place during or after the school day, at weekends or in school holidays and will be educational, curricular or recreational based. All off-site visits must have an educational purpose and pre-determined clear educational objectives. All participants in activities will be identified as group members associated with the school.

The school policy recognises that every student should have full access to each visit that is appropriate to their class, year or option subject, regardless of their abilities, therefore, developing further 'the whole child'.

1. Involve a Supervisor in your planning process.
2. Meet the Headmistress along with the Supervisor to discuss the trip.
3. Categorize the trips.
4. Prepare appropriate forms to be completed by the in-charge / parents.
5. In-charge Supervisor to give a brief outline of the visit to the Principal.
6. Principal to discuss with the Senior Leadership Team and give a written approval.
7. Obtain Ministry permission.
8. Get in touch with the travel agents and get the best quote.
9. Fill up the Risk Assessment Form.
10. Send appropriate letter to the parents.
11. Get parental approval and signature on the appropriate forms.
12. Check the student passport for the validity of the resident visa/expiry date.



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13. Have a session with the parents in presence of the travel agent.
14. Make a person in-charge of the accounts.
15. Brief the students and make them do some preliminary survey.
16. Ensure that all safety measures are in place for the visit.
17. During the visit ensure that the students are looked after properly.
18. At the airport, before the departure ensure all students have their proper travel documents.
19. Take charge of all the important student documents such as passport.
20. During the visit ensure that the students behave as expected.
The school's code of conduct remains in place during school visits and staff and pupils are expected to abide by it.
21. Send group mail to parents everyday on the day's happenings with photographs.
22. After the visits ensure that the students not only do the presentation but provide ample evidence that learning has taken place in the form of project work / group interactions etc.
23. Close all accounts with the signature of the Principal.
24. Hand all the files / documents to the Headmistress/ Principal's Secretary.
25. Have a final presentation made to the parents within a fortnight of the visit.
26. In the unlikely event of a child being separated from the group, the Trip Leader will call the class list to ascertain that the child is missing. The Trip Leader and one other member of staff will search the immediate vicinity, going to places where the child was last seen, tracing the routes that they may have taken and asking other children what information they have as necessary.

If the child is not found after approximately 20 minutes, the Trip Leader will contact the school by telephone to notify them and ascertain whether they have any information. The school will notify the parents. The Trip Leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The Trip Leader will remain with the police to comfort the child when found and maintain regular contact with the school.