

# Nada International School

## Field Trips 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 objective 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 KSA.
- **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 KSA.

## **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.
- In case of venues which have not been visited before, the trip leader will visit the site and ascertain the feasibility of the trip and identify any health and safety issues.
- 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 nurse. 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.
- The responsibility for handling the payment amount at the venue should be given to the cashier in the finance Department.
- All students will be taken to the site of the field trip by the School Transport or transport arranged by 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, day short 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 with adequate transport arrangements.
- Students and staff are not allowed to bring their spouses, partners, children, or any other unauthorized participants on Field Trips.
- All students and staff participating in the Field Trip must declare themselves to be medically fit and able to actively participate in the Field Trip environment. Students must do so using the Student's Field Trip Form 2, and no student will be allowed to attend without completing and submitting this form.
- The Field Trip Leader may prohibit, for justifiable reasons, any student from participating in the Field Trip or associated activities. Students may appeal against such decisions following the Student Grievance Policy

## **STUDENT BEHAVIOUR**

- Students participating in field trips must meet the same standards of behavior 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 behavior.
- Parents must be notified in advance of serious behaviors that would compromise a student's participation in a Field Trip.
- Any untoward incident must be reported to the Principal and EP immediately by the team-leader. A decision may be made by the EP regarding the need for further disciplinary action.

## **Trips and Visits Procedure**

The following terms and conditions are set in order for NIS School to provide a broad program of exciting and educational non curriculum trips to our students and to keep costs to a minimum.

These are general terms and conditions and do not override specific terms and conditions which are set out in relation to a particular trip.

### **Payments**

Once a student is offered a place on a trip, any deposit paid is non-refundable. For each trip, parents are provided with a Parent Pay payment schedule that is set to:

- a) spread the cost of payments to support parents (for high cost trips);
- b) provide sufficient notice of when payments are required; and
- c) ensure school has collected enough payments in advance of paying provider invoices.

We request that parents adhere to these payment schedules so the trip can go ahead. If payments are falling significantly behind the schedule, school reserves the right to withdraw the student from the trip unless exceptional circumstances have been communicated to us.

In this instance, any non-recoverable costs will be non-refundable.

Please discuss in confidence with the Trip Leader or the school EP if you are having difficulty making payments on time.

### **Withdrawals and exclusions**

Should a student withdraw or be excluded from a trip, it will not be possible to offer a refund unless another student takes up the place. Any non-recoverable costs resulting from the withdrawal or exclusion will be deducted from any refund available or if sufficient payments have not been received then the school will request an additional payment from the parent. The school reserves the right to exclude a student from a trip on the grounds of poor conduct or that their behavior presents an unacceptable risk. The final decision on exclusion is made by EP.

For overseas and residential trips, subsequent payments to the initial deposit will attract cancellation charges, usually on a sliding scale of days before departure. These charges will be laid down by the tour company with whom we are purchasing the trip from and can be made available upon request.

### **Cancellation**

If a trip is cancelled due to circumstances outside of the school's control, the school will endeavor to secure repayments from the travel company.

However, there may be circumstances where this is not possible, and parents should be aware of this when committing to a trip. The school is not liable to refund amounts which are non-recoverable where the reason for cancellation is beyond the school's control. For circumstances within the school's control we will refund all costs. All our overseas trips are with travel companies. By signing up to a trip you are agreeing to the terms outlined above.