



# FIELDTRIP POLICY

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## **I. INTRODUCTION**

In order to discipline and regulate the organization of school field trips and to avoid disputes or exceptions, International Concept of Education Management has deemed necessary the definition of general rules regarding the participation of students on trips organized by the school.

## **II. GENERAL RULES**

Parents should be aware that school field trips are mandatory and are an important part and closely linked to the school curriculum. The outing is considered a lesson and students are given assignments to complete after their return.

A school field trip is not to be considered a day off or a holiday in that it is usually an intense series of guided visits designed to consolidate the student's knowledge of the subject studied. Should parents for some reason not agree to send their child/children on a field trip organized by the school, they must notify the Teacher.

Permission forms will be given out to parents for student participation in school field trips. Parents must provide all the documents requested by the school for the trip and must pay strict attention to the deadlines for submission. The school reserves the right to exclude students from trips due to missing or late submission of documents.

All deposits made by participants will be entirely refunded should the field trip be cancelled by the school;

The school will avoid any type of discrimination when organizing activities and all trips will be organised and open to all members of the classes for whom the activity is being organized.

## **III. DISCIPLINARY RULES**

Every student is expected to behave responsibly as a worthy representative of the school. Although all school rules apply during school trips, certain special rules must be respected.

Students must be punctual and respect departure times for field trips as the school will not wait for late comers. Every student is expected to be courteous to all chaperones and to any other persons associated with the field trip (guides, drivers, hostesses, etc...). Directions given by chaperones, guides, animators, hotel personnel, bus drivers, etc. are to be followed promptly and cheerfully.

No student is to use or be in possession of alcoholic beverages, cigarettes or tobacco, illegal drugs, dangerous weapons or harmful substances of any kind. No student is to use foul, profane, or abusive language with anyone.

If students are accommodated in hotels or hostels they must respect hotel and peer property – any damage caused by students must be reimbursed by parents. No student is to be outside of his/her room after curfew, except to use toilets if they are located outside the room. The chaperones will set curfew times according to their best judgment and according to what is responsible or necessary under the circumstances. When on tours, walking trips, etc..., every student is to stay with his group and with the chaperone assigned. The chaperones must know where every student is at all times. When a field trip is taken to another school, students are expected to be courteous to everyone associated with the host school, including teachers, coaches, parents, etc. During games and

tournaments, all our players and spectators are expected to observe the rules of good sportsmanship and to be courteous to opponents and officials.

Students must not engage in any activity which can be considered hazardous and pose a threat to the students' wellbeing. Parents will be asked to come and pick up their child in advance should he/she not follow instructions, show behaviour problems or cause problems to the community.

#### **IV. TRAVEL REQUIREMENTS**

It is also parents' responsibility to inform the school of any significant medical or behavioural problems which may affect student participation in a trip.

The original of a valid identity card during overnight school trips within the UAE must be carried out by participating students.

When travelling abroad, students must now possess a valid passport. Pocket money and personal effects are the sole responsibility of students.

Unless otherwise specified, students must wear a full uniform during school field trips, which is essential for security reasons; students can be immediately identified in a crowd.

During overnight field trips, we kindly ask parents to make sure that students bring only suitcases in trolley form the size accepted by airlines as carry-on luggage.

#### **V. SECURITY RULES**

Adequate number of supervisory adults are present and headcount is carried out before departure and before return journey by trip supervisor. Supervisor has a fully charged mobile phone and emergency phone numbers are held by supervisors for each trip and available to all adults if the need arises. Information on particular medical conditions is known by trip supervisor. A safety briefing is given for chaperones.

Students are made aware of safety instructions including information on correct clothing and equipment. Students are made aware of action to take if separated from group.

The school will take precautions and work on prevention at all times and will already be acquainted with accommodations (and therefore with their security standards) or inspect the premises upon arrival.

All security and evacuation facilities will be presented to students by the chaperones as well as accommodation personnel upon arrival. Students will be warned of hazards and cautioned to follow all rules relating to security. They must also follow rules and guidelines set down by the accommodation and /or animation personnel.

Balconies adjacent hotel rooms are off limits and students will be strictly forbidden to access them. After curfew, students must remain in their rooms at all times solely with the students who have been assigned to their room by the chaperones. In case of problems, students must call their chaperones. The school will use only transportation companies with proven and documented safety standards as well as adequate insurance coverage. When travelling on a coach, students must remain seated at all times with their seatbelt on.

Parents of students who do not abide by security rules will be asked to come and pick them up wherever the field trip is taking place.