

Al Ittihad Private School Jumeirah



Field Trip Policy AY 2024-2025

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Vision Statement

“A generation of heritage guardians and global thinkers.”

Mission Statement

IPS-Jumeirah provides a nurturing learning environment which motivates students to develop and exercise essential leadership skills for the 21st century. Our programs promote lifelong learners who display self-discipline, the ability to work effectively and respectfully with diverse teams, display tolerance and acceptance of others, while encouraging them to become global citizens who stay true to their heritage.

Core Values

- Tolerance
- Compassion
- Resilience
- Innovation
- Honesty
- Respect
- Collaboration

Al Ittihad Private School–Jumeirah is one of the five Al Ittihad Private School branches and opened its doors in 1998. IPS-J is serving a community of over 2,500 students and has become one of the premier schools in Dubai offering an American Curriculum. The school follows a standards-based US curricular program (California and MOE standards) from Pre-K to Grade 12 designed to prepare students for post-secondary education. IPS-J is an inclusive school offering a learning support program, which enables the admissions of a managed number of students requiring learning support at each grade level.

I. Purpose

Field trips and excursions enhance what is being taught in classrooms, while offering students an active learning experience that exposes them to real life.

IPS-J aims to provide all students with an out of class learning experience that will:

- Enrich their learning
- Co-relate real life practices to classroom topics themes and units
- Offer the opportunity for safe, enjoyable local and international experiences.

II. Field Trip Planning

- When possible, all grade levels will have the opportunity to go on one trip per semester. Each trip must have a direct link between the topic being studied in class and the venue of the trip. Maximum learning occurs when a field trip reinforces prior instruction or introduces content that will be expanded soon after the visit.
- The trips venues must be suggested at the beginning of each year by the Grade Level leaders (KG to Gr. 5), Lead Teachers (Gr. 6 to 12). The trips must be linked with a clear objective and curriculum alignment and approved by the Lead Teachers and Section Principals.
- Activities Coordinator will prepare “Field Trip Plan” for each grade level based on the suggestions.
- Activities Coordinator will manage the booking of the venue (Kids meal option) and coordinates for the transportation.
- Activities Coordinator will prepare the letters format to be used by section principals when emailing parents. All details will be shared with the Sections Principals to be reflected on the letter.

- Teachers are encouraged to discuss the trip venue and objective with their students, 2 – 3 days before the trip date.
- No cash payment will be accepted. Once the parents sign the “Trip Letter”, trip fees will be added on the Parents’ account.
- The ratio of supervising teachers to students must be met as per KHDA requirements. 1:10. In case the trip includes 10 students or less, 2 teachers will accompany them for emergency matters.
- Activities Coordinator must investigate the venue’s facilities and safety (bathrooms, snack time, emergency procedures, opening times, restrictions, availability of people of determinations’ facilities, etc.)
- Students with behavioral issues and/or in or out school suspensions will not be allowed on field trips.
- Students must abide by the school’s official uniform or sports attire, that is decided according to their grade and concept of the targeted trip.
- Students with symptoms such as fever, cough or throat pain are not allowed to participate in trips.
- IPS-J must be informed in case the student has any special medications or food allergies; the parent must sign the “Special Medication Form”.
- Late registration, after the deadline will not be accepted.
- Trips will be operated according to the approved plan and time line; buses won’t wait for late students.
- Students not registered at IPS-J (siblings, friends...) are forbidden from participation.

III. During the trip

- Teacher supervising the trip must have his/her mobile working.
- Teachers supervising the trip must ensure the school's First Aid Kit is available.
- Attendance of students must be taken 4 times during the trip. (Before entering the bus / upon arrival at the venue / Lunch or snack time / before leaving the venue / upon arrival in school).
- Emergency exits and assembly points must be identified upon arrival.
- Students must be clearly reminded of behavior expectations.
- Mobile phones are prohibited for students in all grade levels. All communications must be through the teacher supervising the trip.
- Teachers are expected to give their students learning activities / tasks to observe during the trip.
- Sufficient provision for bathroom usage, drinking water and snack time must be made. If Snack time has been clearly assigned by the Activities Coordinator, this must be followed.
- Photos for the newsletter, social media and Yearbook are highly recommended. Teachers must only share the photos with the Lead Supervisor and/or Activities Coordinator.
- Parents are not allowed to pick up students from the trip site or bus. In cases of emergencies, "Emergency Pick Up" Form must be signed by parents.
- Students are not allowed to take or keep pictures of the trip, or share its details on social media, if the following rule is violated, students will face consequences mentioned in the school's Behavior Policy.

- IPS-J will use photos and videos of the trips content on Instagram or keep it for reference purposes.
- In cases of rule violations, violence or use of inappropriate language, trip supervisors are allowed to take proper actions against students according to IPS-J Behavior Policy.
- Teachers supervising the trip must take directions only from the Activities Coordinator, if students need to stop by destinations for emergencies or use washrooms.
- Students must keep all venue's properties / busses safe and maintain cleanliness at all times, maintenance fees of destroyed properties will be covered by the student.
- Accessories and valuable watches are prohibited, the school is not responsible for loss of such belongings.

IV. After the Trip

- Any accident/incident must be reported to the Section Principal and the Activities Coordinator.
- “Field Trip Reflection” form must be filled by the teacher in charge and returned to the Activities Coordinator.
- Trip Reflection and classroom activities should be completed within maximum 5 days of the trip's date.

V. Field Trip Forms

5.1 Special Medical Conditions

Students Name: _____

Grade: _____

Parents Name: _____

Mobile: _____

Does your child have any medical conditions that the school should be aware of before the field trip?

Does your child need to take any medication during the trip? ____ Yes ____ No

If yes, name of medication: _____

Does your child have any allergies?

Food allergy. Please state: _____

Plants: Please state: _____

Others, specify: _____

Based on the information given, the student's participation in the field trip is subject to the school Doctor's approval.

Parents Signature

5.2 Emergency Pick Up Form

Students Name: _____

Grade: _____

Parents Name: _____

Mobile: _____

I, the undersigned, requested to pick up my child from the Field Trip site for an emergency matter. I am aware that the trip fees are not refundable, and the school administration has no responsibility of my child once picked up by me.

Note:

- The above Form must be signed and sent to the Lead Supervisor (electronically if needed).
- Attach a copy of the Parents Emirates ID.
- If a driver/nanny is picking up the student from the trip venue, a copy of the driver/nanny's Emirates ID must be attached as well.
- Student will not be allowed to meet the guardian in the parking area or entrances...etc. Guardian must go into the trip venue to pick up the student by hand.
- Guardian picking up the student must show the Original Emirates ID to the Trip supervisor.

Parents Signature

5.3 Field Trip Reflection Form

Kindly fill in the form below. Your feedback is a vital part of our future trip plans.

Field Trip Venue:		Trip Date:	
Teacher's Name		Grade:	

Question	Yes	No	Comment
Appropriate for age group			
Appropriate number of students			
Trip cost is worthy			
Students' drop off area is safe			
Food quality and timing are appropriate			
Trip Fees payment procedure in venue is smooth			
All Games and activities are safe			
Trip organizers were welcoming and helpful			
Trip activity's introduction and instructions were clear.			
Uniform was appropriate to the trip activities			
Student teacher ratio was suitable			
Safety measures were taken/applied all the time			
Trip organizers were students' friendly			

Overall Trip Rating:

Outstanding Good Acceptable Unacceptable

Other Comments:

Activities Coordinator's Comments:

5.4 Field Trip Risk Assessment Form

Risk assessment must be conducted before a field trip to check high risk activities and locations with potential or safety risks. Activities Coordinator must assess the risks 0-9 that the trip may pose to the safety, health and wellbeing of any student or staff, and propose strategies for minimizing and managing those risks. The risk assessment considers, and documents potential risks and hazards associated with planned activities. It should include, but is not limited to, management plans for foreseeable incidents.

Section 1: Field Trip Risk Assessment Data						
Trip Venue			Grade Level:		Date:	
Teacher in Charge			No. of students		Contact number	
Description of the trip objective						
Trip Category	Science	Historical	Entertainment	Adventure	Water games	Park

Risk Matrix:

Section 2: Risk Rating Matrix					
Risk rating		Consequences			
Likelihood	Almost certain	Low	Medium	High	Extreme
	Likely	Low	Medium	High	Extreme
	Possible	Low	Medium	High	Extreme
	Unlikely	Low	Medium	High	Extreme
	Rare	Low	Medium	High	Extreme

Risk Assessment Table:

What are the Hazards	Who might be affected	Action to control the risks	Further actions to control the risks	Person in charge	Time of Action	Remarks	Checked
Transportation	Students /Staff	-Seat belts on -no movement in the busses -speed limit is 80KM/Hr.		Teacher in Charge	Both trips from and to school		
Missing a student	Students	Attendance taken 4 times:	In big areas, supervising	Teacher in Charge /	During the trip		
		-upon departure from school -upon arrival to trip venue -before snack Upon departure from trip venue.	teachers must be divided with groups	Supervising teachers			
Student pre-existing Medical Conditions	Student	-Medical Condition Form must be filled -List of students with medical conditions to be collected from the school Dr. -First Aid Kit	-Contact Activities Coordinator / Section Principal - Contact ambulance (if required)	Teacher in Charge	Prior to the trip If the case is an emergency		
Minor Injury	Student / Staff	-Use first aid kit -contact the venue emergency team (if required) -contact Activities Coordinator / Section Principal - Check the availability of Medical Team at the venue prior to the trip.	- Check serious Injury -Send a school nurse if needed	Teacher in Charge	When injury happens		

Serious Injury	Student / Staff	-Contact ambulance -Contact Activities Coordinator / Principal - Check the availability of Medical Team at the venue prior to the trip.	-Seek help from the venue medical team -Send a school nurse if needed	Teacher in charge	When injury happens		
Weather (heavy rain)	Students / staff	-check forecast before any trip (especially outdoors trips)		Activities Coordinator	One day before the trip date		

VI. Disclaimer

Disclaimer

This policy was developed by Al Ittihad Private School-Jumeirah. It is intended for use exclusively by school staff and students. Any external use, whether in whole or in part, requires management approval. Any exceptions to this policy must also be approved in advance by the school management.

Field Trip Policy

Date created: August 2021

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