

Al Ittihad Private School Mamzar



Field Trip Policy AY 2024-2025

Table of Contents

I. INTRODUCTION	3
1.1. PURPOSE	3
1.2. SCOPE	3
1.3. OBJECTIVES	3
1.4. ALIGNMENT WITH UAE AND KHDA GUIDELINES	3
II. FIELD TRIP CATEGORIES	3
2.1 TYPES OF FIELD TRIPS	3
III. FIELD TRIP PLANNING	4
3.1 PRELIMINARY PLANNING	4
3.2 RESPONSIBILITIES	4
IV. SUPERVISION GUIDELINES.....	5
4.1 TEACHER-TO-STUDENT RATIOS	5
V. TRANSPORTATION.....	5
5.1 PLANNING CONSIDERATIONS	5
5.2 BEHAVIOR ON THE BUS	5
VI. EMERGENCY PROCEDURES	6
6.1 INCIDENT RESPONSE	6
VII. CHECKLIST FOR TRIP PROCEDURES	6
7.1 PRE-TRIP REQUIREMENTS.....	6
7.2 DAY OF THE TRIP	6
7.3 POST-TRIP RESPONSIBILITIES	6
VIII. DISCLAIMER.....	7

I. Introduction

1.1. Purpose

Field trips play a crucial role in exposing students to diverse cultural, educational, and environmental experiences. They enhance students' understanding of the world, reinforce classroom learning, and provide real-life applications of academic concepts.

1.2. Scope

This policy applies to all field trips organized by the school, covering planning, execution, supervision, and emergency procedures.

1.3. Objectives

- Increase students' awareness and deepen knowledge.
- Develop leadership skills and positive attitudes.
- Foster balanced, reflective thinkers willing to take on new challenges.
- Encourage collaboration and teamwork through hands-on experiences.

1.4. Alignment with UAE and KHDA Guidelines

This policy adheres to the regulations set forth by the UAE Ministry of Education and KHDA to ensure students' safety, well-being, and educational enrichment during field trips.

II. Field trip categories

2.1 Types of Field Trips

2.1.1 Local Short-Duration Trips

- Conducted during school hours within the neighboring area.
- Examples: Fire station, mosque, Seniors Happiness Center.

2.1.2 Educational/Fun Trips

- Longer excursions during school hours.

- Examples: Green Planet, Sharjah Museum, Kidzania, Aquarium.

III. Field trip planning

3.1 Preliminary Planning

- A preliminary visit by the group leader is mandatory.
- Key considerations:
 - Type and location of visit.
 - Facilities available.
 - Transport and financial arrangements.
 - Staff-student ratio.
 - Emergency and first-aid procedures.
 - Parental consent and communication with administration.

3.2 Responsibilities

3.2.1 School Management

- The Head of School (HOS) must review and approve trip arrangements.
- Ensure all risks are minimized.

3.2.2 Activity Coordinator

- Plan trips in advance and ensure alignment with curriculum goals.
- Select appropriate staff to accompany students.
- Coordinate with transport and administration for logistics.
- Conduct risk assessments and ensure first aid provisions.

3.2.3 Accompanying Staff

- Attend planning meetings with the Activity Coordinator.
- Understand objectives and complete risk assessment forms.
- Ensure all students have returned signed consent forms.
- Maintain communication with the bus driver and school administration.

3.2.4 Students

- Follow dress code and behavioral expectations.
- Stay with assigned groups and follow supervision guidelines.
- Respect local customs and trip objectives.

3.2.5 Parents

- Ensure their child participates in the trip.
- Provide consent and disclose any medical or dietary requirements.
- Agree to emergency procedures if required.

IV. Supervision guidelines

4.1 Teacher-to-Student Ratios

- **Pre-K, KG1 & KG2:** 1 adult: 10 pupils + 1 nanny per class. (in some locations its 1:5)
- **Grades 1 – 5:** 1 adult: 10 pupils.
- **Grades 6 – 12:** 1 adult: 10 - 15 pupils.

V. Transportation

5.1 Planning Considerations

- Number of buses needed.
- Seat belts for each child.
- Driving hours and journey duration.
- Traffic and weather conditions.

5.2 Behavior on the Bus

- Teachers must be seated throughout the vehicle for supervision.
- Students must not distract the driver.
- Seat belts must be worn at all times.
- No unscheduled stops at petrol stations or restaurants.

- Buses must park in designated areas.

VI. Emergency procedures

6.1 Incident Response

- Assess the situation and provide first aid.
- Inform the trip leader immediately.
- Contact the Activity Coordinator, who will notify HOS and parents.
- Ensure injured students are accompanied to the hospital, if needed.
- Maintain supervision of remaining students.
- Complete an accident report.

VII. Checklist for trip procedures

7.1 Pre-Trip Requirements

- Activity Coordinator conducts a preliminary visit.
- Obtain necessary approvals.
- Notify parents and distribute permission slips.
- Ensure financial and transport arrangements are confirmed.
- Assign supervision roles and collect risk assessment forms.

7.2 Day of the Trip

- Verify all students have signed consent forms.
- Conduct a final briefing with staff and students.
- Ensure first aid kits are available.

7.3 Post-Trip Responsibilities

- Teachers integrate trip learnings into classroom discussions.
- Activity Coordinator completes a trip evaluation for future improvements.

VIII. Disclaimer

Disclaimer

This policy was developed by Al Ittihad Private School-Mamzar. 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: January 2024

Date reviewed: February 2025