مدرسة بيس سبرينق فيلد انترناشونال ذ.م.م

PACE SPRINGFIELD INTERNATIONAL SCHOOL L.L.C

FIELD TRIPS AND EXCURSIONS POLICY

2026-2027

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pacespringfieldinternationalschool

FIELD TRIPS AND EXCURSIONS POLICY

Introduction:

We believe that learning should be meaningful and relevant and that children need to be actively engaged in the learning process. Excursions are learning experiences that can enhance the students' understanding of curriculum through hands-on activities, and through the opportunity to participate communally in a variety of educational, social and physical experiences.

Aims:

To ensure that school trips and excursions are safe, purposeful and enjoyable for all students.

General Information:

- Excursions are learning experiences initiated, organized and supervised by the School staff that are external to the school site and are approved by the Principal,
- An excursion should be specific to the school's curriculum,
- An excursion can range from a brief visit to a local point of interest to an extended journey, which may include overnight accommodation,
- All students should be given the opportunity to participate,
- The ratio of student/teacher and student/adult will vary according to the nature of the activity, the activities planned and the anticipated behavior of students so as to ensure the adequate safety of the students involved. An approximate guide for EYFS, Primary and Secondary classes is1:8 for EYFS, 1:10 for Primary and 1:15 for Secondary. The ratio of teachers/adults will increase as the risk increases.
- All staff organizing day trips will follow this policy and guidance. A copy of all paperwork will be left at school with the PA to Principal in a trips folder,
- Prior to the planned excursion a pre-visit and risk assessment will be carried out to ensure the safety of children and staff. (see appendix 1 regards the risk assessment form) A trip proposal form must be completed and approved.
- The pre-visit and risk assessment should be completed before any communication with the parents.
- Any pupil who has a shadow teacher in school must be accompanied by their shadow teacher on the trip along with their POD card.

Day Trips Procedure:

- Trips will be discussed and arranged as far in advance as possible and added to the whole school calendar with a minimum of 6 weeks' prior notice.
- Dates for trips will be organized in conjunction with the Transport Dept. to organize buses and the Head of School to check the whole school calendar. Confirmation from the venue of the trip will be confirmed before confirming the buses,
- Trips will be advertised to parents outlining trip details prior to parents signing up (using the parent declaration which may be send through email as Google Form/Letter to the parents),
- Prior to the trip the teacher will check medical records to ensure any children requiring epi-pens, inhalers etc. are noted and the relevant materials are brought on the trip by the trip leader or nurse.
- A first aid kit will be taken on all trips. (This should be arranged prior to the trip and collected from the school nurse),
- Teachers will have a list of contact details for all children,
- The trip coordinator will give his/her mobile number (to principal's office) ensuring that the school has the number and that he/ she has the school number,
- Children must always wear their school identity card at all times,
- Children will wear their school uniform unless otherwise stated,
- Teachers will dress appropriately for the excursion remembering that they are representing the school when they are off site.
- Work dress will be worn unless permission is given otherwise. Jeans will not be worn on trips. Dress will adhere to local cultural sensitivities.
- Children must bring their own food & water unless otherwise stated.
- If a child is unable to attend the trip after the payment has been made, the school regrets that it may not be possible to issue a refund.
- In cases where payment for a trip is not made, the child may not be required to attend school on the day of the trip unless otherwise stated.

Overnight Excursions Procedure:

- Permission must be obtained from the Board of Directors before planning overnight or overseas trips,
- Any overnight or overseas trip is optional and parents must be given the choice whether they send their child,
- Trips will be advertised to parents with an information meeting outlining trip details prior to parents signing up,
- Deposits and further payments will be made to the Finance office. A record of all Accounts will be kept,
- Parents are responsible for obtaining visas and vaccinations though the school may support with the visa process as necessary,
- The staff member leading the trip will obtain a copy of all passports and visa pages prior to traveling to ensure that everything is in date,
- Passport and visa copies will also be left at school in the trips file,
- Team building sessions will take place prior to travel where possible,
- Staff: child ratio is 1:10,
- A WhatsApp group will be set up to inform parents of arrival at the destination,
- Children will not take mobile phones or electronic games. Secondary children may take electronic equipment if deemed appropriate by the staff leading the trip,
- Children will not contact home during their time away unless deemed appropriate by the lead adult. Secondary children may contact home if they have their phones with them, this will be at the discretion of the staff member leading the trip,
- Children will be allocated an adult to be in charge of them who will be responsible for their passports, luggage and general well-being,
- One adult will be in charge of all monies on the excursion, children will only be given money at allocated times. In Secondary children will be responsible for their own money,
- A presentation will be given to parents to allow for questioning and to inform of all aspects of the excursion,
- All children will have comprehensive insurance,
- If children have their own insurance the trip leader must have the insurance card, claim forms and emergency telephone numbers, POD card,
- Food will be discussed with parents before travelling to ensure dietary requirements or allergies are catered for,
- A medical form will be filled in by the parents prior to the trip.

- Any medication will be kept by a designated member of staff and administered in the presence of this member of staff. Secondary may keep their own medication if deemed appropriate by the staff,
- Parents will not accompany children on overnight or overseas trips.

International Field Trips & Events Guidelines (KHDA Guidelines)

Schools that are intending to take students on international trips as part of the curriculum delivery or otherwise are required to comply with the following.

- Unless part of the curriculum delivery, attendance for these field trips should be optional for all students,
- The number of supervisory staff on the trip is to be determined as follows - every 10 students on the trip should be assigned one supervisor,
- The supervisors should be teachers or administrators actually working in the concerned school,
- A contact person (name and number) should be provided to parents to contact during the trip,
- The school must ensure that all students traveling have the necessary travel insurance for the trip,
- The school needs to be sensitive to students' cultural and religious requirements (e.g. diet, time provided for prayer and other religious requirements, places of visits etc.).

All documentation mentioned below must be kept as part of school records for each trip conducted and should be available for inspection in the case of a compliance visit by KHDA:

- A detailed communication and itinerary sent to the parents informing them of the details of the trip,
- Signed copies of all the parental approval forms for the trip,
- Copies of the students' passports,
- An official letter from the Principal of the school to the Ministry of Foreign Affairs informing them of the school's intended trip to the country concerned,
- Copies of the passports (with visa page) of the accompanying teachers and administrators.

In addition, the following must be submitted to KHDA (for information and record three days prior to the trip.

- The contact person (name and number) for the trip, as provided to the parents,
- A list of all the students and supervisors on the trip,
- For the duration of the trip, the school's local contact in Dubai and KHDA can reach in case of need.

Guidelines for arranging events and activities in the schools.

- The school holds full responsibility for all school events and activities,
- The school needs to get necessary permission from all the concerned government authorities (as applicable) when arranging any event or activity,
- Participation in any event should be optional for parents and students and written parental approval must be obtained,
- The event should not be contrary to the values and traditions of UAE culture and/or Islam,
- The school must keep a record of all events, to be available in case of a compliance visit. The records should contain the following:
    - Event plan,
    - Parental consent for the event,
    - Official letters to and from the concerned authorities.

Appendix 1: Risk Assessment Form

A risk assessment form should be completed for every trip, excursion or event.

The risk assessment form can be found on the shared drive in the PSIS Trip Folder. Alternatively, use this link:

https://docs.google.com/spreadsheets/d/1Zd6R1KuZzCbP2x4u9UjZDjyKX5dTiDjiwHdMRd7gLBw/edit?usp=sharing

The risk assessment form can be found on the shared drive in the PSIS Trip Folder. Alternatively, use this QR code:

PSIS Trip Folder: https://drive.google.com/drive/u/0/folders/0AL2ZWe0u_haTUk9PVA

Please complete the form using the following guidelines:

- Before completing the risk assessment form, make a copy and save it in the shared trips folder using a title for the trip. (E.g. IMG World: SISD School Trip Risk Assessment)

- The form needs to be completed jointly by the trip leader (usually a teacher), Head of transport and the Head of School.
- The trip leader is responsible for ensuring all parts of the risk assessment are completed.
- Each section of the risk assessment form can be edited as required. Some parts may not be relevant, so these can be deleted.
- A completed copy of the risk assessment should be given to the Head of School and Admin Manager to sign off.
- The risk assessment should be added to the trip folder.
- If you have any questions, please speak with a member of the SLT.



Signature of Principal:
Last amended: August 2026
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