HAPPY HOME ENGLISH SCHOOL, SHARJAH

FIELD TRIPS AND EXCURSIONS POLICY

2026-2027

Policy Information			
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Field Trips and Excursions Statement

At Happy Home English School, Sharjah, we believe that field trips and excursions are an essential part of the learning experience and contribute significantly to students' academic, social, emotional, and personal development. Educational visits provide opportunities for students to explore real-life situations, broaden their understanding of classroom learning, and develop important life skills in a safe and supportive environment.

Our school is committed to providing meaningful educational experiences that encourage curiosity, creativity, responsibility, and collaboration. Through carefully planned field trips and excursions, students can connect theoretical knowledge with practical experience while developing confidence, independence, and respect for their surroundings.

We believe that all students should have equal opportunities to participate in educational visits that enrich learning and support the curriculum. Therefore, every effort is made to ensure that trips are inclusive, safe, enjoyable, and accessible for all students.

The school recognizes the importance of maintaining high standards of safety, supervision, and organization during all trips and excursions. Staff members work collaboratively with parents, school leadership, and external providers to ensure that all educational visits are well planned, properly supervised, and aligned with the school's vision and values.

At Happy Home English School, we aim to create memorable learning experiences that inspire students to become active learners, responsible citizens, and confident individuals.

FIELD TRIPS AND EXCURSIONS POLICY

Purpose

This policy sets out the school's commitment to providing safe, meaningful, and educationally valuable field trips and excursions for all students.

The school believes that educational visits are an important extension of classroom learning and should enhance students' understanding, skills, and experiences through real-life applications.

Field trips and excursions are organized to support curriculum objectives, encourage student engagement, and provide opportunities for personal growth, collaboration, and experiential learning.

Aims

✓ Provide students with meaningful learning experiences outside the classroom.

✓ Support and extend classroom teaching through practical and real-life experiences.
✓ Promote students' personal, social, and emotional development.
✓ Ensure all educational visits are safe, well planned, and appropriately supervised.
✓ Encourage students to develop responsibility, independence, and teamwork skills.
✓ Provide enjoyable, memorable, and inclusive learning opportunities for all students.
✓ Ensure educational visits provide value for money and align with curriculum goals.
✓ Promote positive behaviour, respect, and responsibility during all school trips and excursions.

Objectives

1. Ensure all field trips and excursions are linked directly to curriculum learning outcomes.
2. Maintain high standards of health, safety, and supervision during all educational visits.
3. Ensure all required approvals, risk assessments, and documentation are completed on time.
4. Provide equal opportunities for students to participate in educational visits.
5. Ensure staff, students, and parents understand their roles and responsibilities regarding school trips.
6. Promote positive student behaviour and responsible participation during educational visits.
7. Ensure compliance with SPEA and Ministry of Education guidelines for field trips and excursions.

Preparation Guidelines

The following procedures must be followed when organizing local field trips and excursions:

✓ Wherever possible, all students should have the opportunity to participate in at least one field trip per term.
✓ There must be a direct connection between the educational visit and the curriculum topics, themes or concepts being studied in class.
✓ One teacher within the grade level or department will be responsible for organizing the trip and coordinating all arrangements.
✓ The teacher in charge will coordinate transport arrangements and associate costs with the school administration and facilities team.
✓ Field Trip Approval Forms must be completed with all necessary details, including risk analysis, transport arrangements, and estimated costs.
✓ Approval from the Head of Primary must be obtained at least one month before the planned trip.
✓ No communication regarding the trip may be sent to parents until official approval has been granted.
✓ Ministry of Education requirements regarding the ratio of supervising adults to students must always be followed.
✓ The total annual cost of field trips should remain reasonable and provide value for money.
✓ Staff members responsible for the trip should conduct a preliminary visit to the venue to confirm arrangements, safety procedures, facilities, and emergency protocols.
✓ Students and parents must be informed in advance regarding dress code, behaviour expectations, and trip requirements.
✓ Students should not be excluded from participation as a punishment unless there are valid safety concerns.
✓ The trip organizer must consult with the **SENCO prior to booking** to ensure that the selected venue, activities, and transport arrangements are fully accessible and meet the individual needs of students.

During the Trip

To ensure the safety and success of the educational visit, the following guidelines must be followed:

✓ At least one staff member must carry a working mobile phone throughout the trip.
✓ A school first aid kit must always be available.
✓ Assembly points and emergency procedures must be identified upon arrival.
✓ Students must be reminded clearly of behaviour expectations before and during the trip.
✓ Students should participate in educational learning activities connected to the purpose of the visit.
✓ Students must always remain under the supervision of a responsible adult.
✓ Appropriate arrangements for drinking water, snacks, rest, and bathroom breaks must be provided.
✓ Photographs may be taken for educational displays, school publications, and yearbook purposes in accordance with school policies.
✓**At least one accompanying staff member on every trip must hold a valid, in-date First Aid and CPR certification** and be identified in the trip risk assessment and staffing plan.

After the Trip

✓ Any accidents, incidents, or concerns must be reported immediately to the Head of Primary.

✓ Follow-up classroom activities should be conducted to reinforce and reflect upon the learning experience.
✓ Teachers should evaluate the effectiveness of the trip and maintain records for future planning.

Roles and Responsibilities

School Leadership Team

The School Leadership Team is responsible for ensuring that all field trips and excursions are effectively planned, supervised, and aligned with school policies.

✓ Promote safe and meaningful educational visits throughout the school.
✓ Ensure compliance with SPEA and Ministry of Education regulations.
✓ Review and approve trip proposals and risk assessments.
✓ Monitor the implementation and effectiveness of this policy.

Head of ACTIVITIES

The Head of Activities plays a leading role in overseeing educational visits and ensuring that all procedures are followed.

✓ Approve all field trip proposals and supporting documentation.
✓ Ensure appropriate supervision and safety arrangements are in place.
✓ Support staff in planning and organizing educational visits.
✓ Monitor the educational value and effectiveness of field trips.

Teachers in Charge

Teachers organizing field trips are responsible for the day-to-day planning and management of the educational visit.

✓ Complete all approval forms, risk assessments, and required documentation.
✓ Coordinate transport, venue arrangements, and educational activities.
✓ Ensure students and parents receive all necessary information.
✓ Supervise students effectively throughout the trip.
✓ Promote positive behaviour, safety, and student engagement.
✓ Report any incidents or concerns to school leadership.

Supervising Staff

All supervising staff members are responsible for supporting student safety, well-being, and participation during educational visits.

✓ Maintain active supervision of students at all times.
✓ Support students during educational activities and transitions.
✓ Ensure behaviour expectations and safety procedures are followed.
✓ Respond appropriately to emergencies or incidents.

Parents and Guardians

Parents and guardians play an important role in supporting successful educational visits.

✓ Complete and return consent forms before the trip.
✓ Provide accurate medical and emergency contact information.
✓ Ensure students are appropriately prepared for the trip.
✓ Support the school's expectations regarding student behaviour and participation.

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SPEA Guidelines for Compliance

The school will ensure compliance with all SPEA and Ministry of Education regulations regarding educational visits.

✓ All required documentation related to the trip must be maintained as part of school records.
✓ Signed parental consent forms must be collected before the trip.
✓ A detailed itinerary and communication must be shared with parents.
✓ A list of students, supervising staff, and emergency contact details must be maintained.
✓ Required information must be submitted to SPEA within the specified timeframe before the trip.
✓ Unless directly linked to the curriculum, student participation in field trips remains optional.

Successful Educational Visits

Successful field trips and excursions should:

✓ Provide students with safe, enjoyable, and memorable learning experiences.

✓ Support curriculum learning through practical and meaningful activities.
✓ Promote students' confidence, independence, and social development.
✓ Encourage positive behaviour, teamwork, and responsibility.
✓ Strengthen connections between classroom learning and real-world experiences.
✓ Reflect the school's vision, mission, and core values.

Compliance and Review

This policy shall be reviewed annually or whenever required by amendments in:

- SPEA regulations
- School operational requirements
- UAE Child Protection Law
- UAE Health and Safety Requirements

Linked Policies

1. Health and Safety Policy
2. Safeguarding and Child Protection Policy
3. Behaviour Policy
4. Risk Assessment Policy
5. Inclusion Policy
6. Teaching and Learning Policy
7. Attendance Policy