



## Happy Home English School, Sharjah

### Primary School Field Trips and Excursions Policy

#### **Our Guiding Statements**

##### **Our Vision:**

Our vision is to provide an affordable but rigorous British curriculum in a happy, stimulating environment where children will recognize their potential contributing their best to the society.

##### **Our Mission:**

To provide a safe and supportive environment where personal identity is embraced.

##### **Our Philosophy:**

- To be recognized by the success of our students in achieving their personal goals
- To make student development the centre of all school decisions
- To aspire to the highest internationally recognized performance standards
- To build and celebrate a culture based on internationalism
- To enable the staff to become life-long learners through the development of their professional practice

##### **Core Values:**

Achievement | Collaboration | Integrity | Innovation | Respect | Responsibility |

## **Purpose**

Field trips and excursions must improve the quality of learning for all students in the school. The school aims to provide each student with outside learning experiences that will:

- assist, support and broaden their own learning
- bring relevance to classroom topics themes and units and demonstrate the application of theory to real-life practices
- be safe, enjoyable and memorable
- provide value for money

## **Preparation Guidelines (Local Field Trips):**

- Wherever possible, all students should have the opportunity to participate in at least one field trip per term
- There must be a direct link between the Central Idea, Key Concepts or topics being studied in class and the venue for the trip
- One teacher in the grade level or department will be responsible for organising the trip however he/she may nominate a teacher in charge if he/she is not able to accompany the students
- The teacher in charge will coordinate with the RWA Facilities team to establish transport costs and arrangements.
- Individual 'Field Trip Approval Forms' must be completed by the teacher organising the trip with specific details related to the risk analysis and submitted to the Head of Primary for approval at least 1 month before the trip. They must also include all admission and transport costs. Until that approval is received, no communications regarding the proposed trip may be sent home.
- MOE requirements regarding ratios of children to supervising adults must be met (currently 1:10)
- When organising the field trip, the Team Leader must ensure that the total cost of the field trips organised during the academic year must not exceed AED 400 and that the trip provides value for the money being charged.
- The teacher in charge (and preferably all teachers involved in the trip) must make a preliminary visit to the proposed venue at least a week in advance of the trip to confirm arrangements, establish facilities for snack times, bathrooms, emergency procedures, opening times and restrictions etc.
- Students must be informed of dress requirements in advance.
- Students may not be denied the opportunity to participate as a punishment for inappropriate behaviour however where concern for student safety exists, the teacher organising the trip should refer to the coordinator in advance for guidance.

## **During the Trip:**

- At least one member of staff must have a working mobile phone
- The supervising teacher must have the school First Aid kit available
- Assembly points must be identified upon arrival

- Students must be clearly informed/reminded of behaviour expectations
- Students must be given learning activities to complete (worksheets, individual tasks, project research etc.)
- Students must always be accompanied by a supervising adult.
  - Sufficient provision for bathroom stops, drinking time and snacks must be made
  - Photos for display purposes and inclusion in the School Yearbook are highly recommended

**After the trip:**

- Any accidents/incidents must be reported to the Head of Primary immediately
- Follow-up classroom activities should be completed as soon as possible

**SPEA Guidelines for compliance:**

According to the guidelines, all documentation must be kept as part of school records for each trip and should be available for inspection by SPEA. These documents include a detailed communication and itinerary sent to parents and signed copies of parental approval forms. Schools must also submit to SPEA details of a contact person (name and number) as provided to parents, a list of students and supervisors on the trip and the school's local contact in Sharjah whom SPEA can reach in case of need. This has to be submitted three days prior to the trip. The guidelines state that unless a field trip is a part of the curriculum, student attendance must be optional.

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