



Al Ain American School

FIELD TRIP POLICY AND GUIDELINES

1. Policy Statement

It is the policy of the school to encourage staff to run a variety of trips away from the school environment, in order to enhance the students' learning.

2. Purpose

Field trips represent a conscious effort to extend the classroom walls to include such community elements that will effectively assist in the learning process. The field trip activities grow out of the units of classroom teaching and learning, forming an integral part of the total educational experience. Following the field trip appropriate evaluation procedures are to be used to test the effectiveness of the field trip.

3. Student Safety and Staff Responsibility

Staff responsibilities include:

- the principal has approved the visit;
- students' behaviour;
- planning visits, including risk assessments and first aid;
- supervision, including ratios and vetting checks;
- preparing students', including special and medical needs;
- communicating with parents;
- parents have signed appropriate consent forms;
- planning transport and ensuring travel times out and back are known by parents/students including pick up and drop off points;
- insurance;
- permission from ADEC where applicable;
- emergency procedures, including contact details and permission for emergency medical treatment if the parents cannot be contacted.

4. Staffing Ratios

- For grades 5 and above (1:10)
 - For grades 3-4 (1:10)
 - For KG1-grade 2 (1:8)
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