



# المدرسة الهندية النموذجية الجديدة NEW INDIAN MODEL SCHOOL

رقم التصريح التعليمي ٢٠١٨٦، هيئة المعرفة والتنمية البشرية، دبي، ا.ع.م.  
Educational Permit No. 20186, Knowledge & Human Development Authority, Dubai, UNITED ARAB EMIRATES  
Affiliation Nos. CBSE: 6630009, Kerala Board: 43092 (Grade 8 to 10): 15004 (Grade 11 & 12)



# Policy on Field trip 2023-2024



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## POLICY ON FIELD TRIPS

Created Date	March, 2019
Last Reviewed Date	April, 2023
Reviewed By	Assessment Committee
Review Approved on	June, 2023
Approved By	Principal
Date of Next Review	December, 2023
Related Policies	Teaching & Learning Policy, Marking Policy

**Principal: Ms. Karen Robinson**



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## Introduction

NIMS Policy on Field trip explains about the importance of field trips and guidelines to be followed for any fieldtrips and excursion

## Statement

At New Indian Model 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
- Offer the opportunity for local and international experiences
- 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 unit

- Parent consent form is must before they register student for the trip
- Students with Medical concerns need to get a clearance certificate from the school clinic .
- 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 and academic leader team in the grade level or department will be responsible for organizing the trip however he/she may
- Nominate a Teacher in charge if he/she is able to accompany the students ,The teacher in charge will coordinate with the Facilities



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team to establish transport costs and Arrangements. Individual 'Field Trip Approval Forms' must be completed by the teacher organizing the trip with specific details.

-Related to the Risk analysis and submitted to the Head of concern

department for approval at least 2 weeks before the trip

## **MOE requirements regarding ratios of children to supervising adults must be met (currently 1:8)**

-The teacher in charge or the Academic lead organizing 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 behavior however where concern for student safety exists, the teacher organizing the trip should refer to the counselor 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 behavior expectations

-Students must be given learning activities to complete (worksheet, individual tasks, project research etc.)

-Students must be accompanied by a supervising adult at all times

-Sufficient provision for bathroom stops, drinking time and snack must be made.

-Photos for display purposes and inclusion in the School magazines are highly recommended





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## After the trip:

- Any accidents/incidents must be reported to the Head of department immediately / School Admin Manager
- Follow-up classroom activities should be completed as soon as possible.

## Stakeholders

School leadership team  
School management,  
Teaching and support staff,  
Students and parents.  
Administration Manager

## Policy evaluation

Administration team , School Leadership team will review every year.

Monitoring and Review

Policy will be reviewed in April 2024 by Head of Inclusion,  
School counselor, Happiness Head and Career Counselor