



The Apple International School, Dubai

مدرسة التفاحة العالمية – دبي

EXCURSIONS AND FUNCTIONS

Guiding Principles and Protocol

School Trips: Organisation and Travel Protocol

➤ **Definition:**

Education brings holistic and wholesome growth in an individual. To achieve this aim, it is imperative that the institute provide enough help and support to the student to understand what is happening around him and sensitize him in in this regard.

➤ **Statement of Position**

The school acknowledge that students can derive immense educational benefit by taking part in off-site visits. Taking part in problem solving, decision-making and residential experiences both at home and abroad can enhance the development of personal and social skills. The knowledge and experience gained beyond the classroom can consolidate and extend the curriculum taught within it. This policy seeks to establish a framework from which students can benefit in safe, healthy and secure environment.

The school policy recognizes that every student should have full access to each visit that is appropriate to their class, year or subject, regardless of their abilities, thus enabling an all-round development of the child.

Objectives

An off-site visit is defined as pupils going 'beyond the school gates' to pursue an activity organized through the school. Activities may take place during or after the school day, at weekends or during school holidays and will be educational, curricular or recreational based. All off-site visits must have an educational purpose and pre-determined clear objectives. All participants in activities will be identified as group members associated with the school.

Preparation

- Involve the concerned Supervisor in your planning process.
- Meet the Principal/ Vice Principal along with the Supervisors to discuss the trip.
- Prepare Circular/ Acknowledgement Slips to be completed by the Parents/ Guardian.
- Teacher in-charge to give a brief outline of the visit to the Principal and Supervisor.
- Principal to discuss with the Senior Management Team and give a written approval.
- Get parental approval and signature on the Acknowledgment slips.
- All money collected (if any) is to be submitted to the Accounts Head.
- Brief the students and make them do a preliminary survey.
- Ensure that all safety measures are in place for the visit.

Execution and Travel Protocol

- All travel related requisitions should be handed to the Transport/ Admin Manger, duly signed by the supervisor immediately after the dates for trips have been finalized.
- Take charge of all the important student documents such as passport, ticket, currency, ID, etc. for overseas trips.
- During the visit ensure that the students are looked after properly.
- During the visit ensure that the students maintain decorum at all times.

Post Visit Protocol

- After the visits ensure that the students not only make a presentation but provide ample evidence that learning has taken place in the form of project work/ group interactions, etc.
- Handover all the files/ documents to the Supervisor.

Ms. Pranjala Dutta
Principal
The Apple International School, Dubai



Enacted and Enforced: The 15th Day of November, 2015

Reviewed annually

Last date of Review: 27. Aug. 2017.