

GEMS AKIS SCHOOL POLICIES

Field Trips Policy

Team/Subject Leaders and/or Grade Leaders must follow the below procedures before organizing a trip.

Before the trip:

- Call the venue to book the date allotted in the calendar at least six weeks before the trip.
- Mention the estimated number of students, teachers, support staff, and shadow teachers (if any) who will attend the trip. The number of teachers/TAs to students must be in the ratio of 1:10
- Get the price quote from the venue.
- Mail to STS coordinator, giving him the number of students and the trip venue details (Location, date, and time). The trip detail form must be attached with the mail.
- The STS coordinator will then mail the bus cost.
- **Cost calculator form** (Excel sheet) – Fill up the details on the cost calculator form and mail it to the accounts department copying the respective Aps.

- Fill out the following forms:
 1. **Bus request form**
 2. **Risk Assessment**
 3. **First Aid** (to be collected from the clinic)

- The respective Principal and Asst. The principal must sign all the above forms.
- The forms must then be submitted to MSO and AMSO.
- Any shadow teacher or LSA / nannies attending the trip must be mentioned in the bus request and trip detail forms. They should also submit their passport copy, emirates ID copy, and no objection letter from their sponsor to accompany the child on the trip.
- Trip letter to be prepared by the team leader (templates are available in the shared folder) and mailed back to the AP for approval. AP will then mail the letter to the secretary for Arabic translation.
- All details must be provided to the principal to create the Phoenix activity.
- Money collected for the trip will only be through the school website or school accounts based on the cut-off date.
- Teachers must collect the signed permission slips from all students.
- Teacher/ Subject Lead/ Grade Lead must make the needed arrangements for students with specific medical conditions.

- Teachers accompanying the students should be made aware of specific needs of students with specific medical conditions.
- No payments will be accepted on the same day of the trip or after the cut-off date of the activity.
- Request for advance trip money must be sent to the head of the accounts at least the day before the trip date.
- A list of the students going to the trip must be emailed to MSO, STS, and Security Team.

During the trip:

- The team leader must ensure they have all the necessary documents, as mentioned in the trip checklist below. Print the list of students per section (3 copies), one-handed to security.
- On the day of the trip, every homeroom teacher must bring the register list with the names of the students on the trip highlighted and parent contact.
- Teachers must ensure that all students carry their water bottles with them.
- Students must carry their lunch boxes/water if they are not provided lunch at the venue.
- Teachers must do the headcount while students board the bus.
- Teachers must ensure that there is a first aid kit on the bus.
- Headcount must be done when the students reach the trip venue and get off and on the bus.
- Teachers must supervise the students at all times.

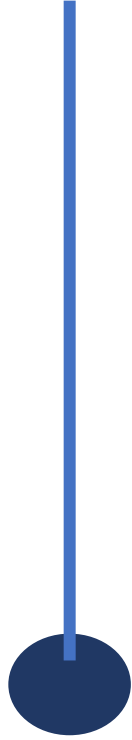
After the trip:

- The cash balance (if any) is handed over to accounts by the trip leader.
- Any incidents that occurred during the trip must be reported immediately to the respective APs.

Trips Checklist

Assistant principals, team leaders, or any staff members who are in charge of organizing trips, must have the following before leaving the school premises to go on any trip:

No.	Document/Item	✓
1	Students' lists	
2	Parents contact numbers	
3	Trip risk assessment form	
4	Students' school ID/tag (each student must be wearing his/her ID)	
5	First-aid kit	
6	Trip consent form	



Reviewed by: SLT
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