

FIELD TRIP POLICY

1. Purpose

Field trips are an essential part of the curriculum, providing students with real-world experiences that support classroom learning. The purpose of this policy is to ensure that field trips are conducted safely, are well-organized, and offer educational benefits to students.

2. Types of Field Trips

- **Educational Field Trips:** Linked directly to the school curriculum and enhance academic learning.
- **Recreational Field Trips:** Aimed at promoting social and physical development (e.g., visits to parks, museums).
- **Cultural Field Trips:** Focus on providing students exposure to arts, history, and culture.

3. Eligibility

- Parents or guardians must provide written consent for their child to participate.

4. Supervision

- A minimum ratio of 1 teacher/ adult for every 5-10 students is required (adjustable based on the age group and trip specifics).
- All Teachers must be briefed on their responsibilities and the itinerary before the trip.
- Background check must be conducted by GD Goenka staff .

5. Parental Consent

- Permission slips outlining the purpose, itinerary, costs, and emergency contact information must be signed and returned by parents/guardians.

- Parents should be informed about all potential risks involved in the trip.

6. Transportation

- Transport must be arranged through GDGGS school-approved vehicles (e.g., school buses, Cabs).
- All transportation should comply with school and local safety regulations.

7. Student Behavior

- Students must adhere to the GDGG school's code of conduct during the trip.
- Students should wear GDGG school uniform and ID cards .

8. Health and Safety

- No student will go if he or she is unwell.
- A first aid kit should be available, and at least one staff member should be certified in first aid.
- Emergency contacts and medical information for each student must be accessible to staff during the trip.

9. Cost

- Costs for the trip (transportation, entry fees, etc.) should be communicated well in advance at least 2 weeks before the date of trip.
- All payments for the trip need to be collected and deposited into the designated account department 2 days before our departure.
- Please make sure your payments are sent on time to avoid any issues with reservations or other arrangements.

10. Post-Trip Evaluation

- Teachers should review the success of the trip with students and provide feedback to the Admin for future planning.

11. Emergency Procedures

- A clear emergency plan must be in place, including procedures for contacting parents, managing injuries, or handling unforeseen events.
- This policy ensures that field trips are enriching and conducted with the utmost regard for student safety and educational purpose.

12. Parent/Guardian Participation

- Parents may be invited to participate as volunteers on field trips, subject to space and need.
- Volunteers must follow the school's code of conduct during the trip and maintain student safety as a priority.

13. Field Trip for Non-Participants

- For students who cannot attend due to medical or personal reasons, will not come to school that day.
- Refund cannot be given , if student opted out on their own accord.

14. Special Needs Considerations

- All field trips must be inclusive and accessible to students with disabilities or special needs but exceptional can be considered.
- The school will ensure transportation, venue, and activities are accommodating.
- Additional aides or resources may be arranged for students requiring special assistance during the trip.

15. Teacher Training

- Staff involved in field trips will be required to undergo trip planning and safety training.
- Training will include emergency response protocols, student supervision best practices, and managing group behaviour in public spaces.

16. Pre-Trip Educational Preparation

- Teachers may organize pre-trip lessons to prepare students for what they will see and experience.

- Students could be asked to research the trip destination or complete pre-trip assignments to enhance their understanding.

- Packed snacks, water bottles to be brought by students.

17. Field Trip Approval Process

- Teachers must submit a field trip proposal to the Admin team detailing the educational purpose, cost, supervision plans, and itinerary.

- The proposal must be approved by the Principal and information must be shared with the PYP Coordinator.

- Ideal time line - Started at 9:30 am

- Returned by 12:30 pm