

Repton School Abu Dhabi

Trips Policy

Repton School Abu Dhabi believes that pupils can derive much educational benefit from participating in school visits, enabling them to obtain insights and experiences that are not available in the classroom.

They provide pupils with unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment.

Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and teamwork. Others will extend their knowledge of the world.

The common factor is that they all make an essential contribution to a pupil's development and education in the broadest sense of the word.

Information and Consent

School visits are planned well in advance and will be published in the school calendar.

Where possible, they should complement and enrich the planned topics taught during the year. However, exceptions can also be made to accommodate festivals, theatre shows, events, etc.

Details and briefings will be provided to parents in advance.

Consent from parents is required for any visit. No child can leave school without this consent.

Most visits will also incur an extra cost for parents which must be agreed.

Health and Safety

All school visits present additional health and safety risks over and above those that exist in the normal school environment, some more than others depending on the nature of the visit.

The School Visit Procedures set out in this document take account of the UK Government guidance on Health and Safety of Pupils on School Visits (HASPEV).

Risk Assessment and Details

The School has a standard form for School Visits Risk Assessment and Details which should be submitted to ADEK by the end of the previous term.

This includes:

1. Details of the visit, including:

- Pupils on visit
- Staff responsible for organising and accompanying the visit.
- Level of supervision (adult: pupil ratio)
- Details of itinerary.
- Travel arrangements
- Curricular links

2. Risk Assessment

This covers all normal hazards and identifies any special hazards that might arise, depending on the nature of the visit

3. Emergency contacts and procedures, including medical emergencies.

All parents have consented to emergency medical treatment for their child under the School's Terms and Conditions.

Once approved, copies are provided for SLT, Trip Leader and Headteacher's P.A.

Logistics & Health and Safety on the Trip

1. Bus and Timing

Buses have to be booked well in advance taking into account the number of adults accompanying the trip.

Where possible, a trip should leave immediately after 8.30am. This allows for taking attendance, doing safety checks, and ensuring all documentation and first aid supplies are present and correct.

Please ensure the bus driver has a map for the venue as many drivers do not speak English.

It is wise to take the driver's number to arrange a suitable pick up time.

2. Attendance

The Teacher attending the trip should take an attendance register before the bus leaves school, during the trip, and before the bus returns to school.

Children should wear a name label for visibility at the venue, particularly if other schools are at the event. The label should carry the Repton School phone number.

3. Venue Fees

Most events are paid for by invoice.

However, if this is not the case, a cheque should be raised 1 week before the trip. Please allow adequate time for this.

Please check the arrangements 1 week prior to the trip to avoid misunderstandings.

Please check if you need to take a Booking Form with you.

The trip leader should make sure the venue provides a receipt to give Accounts.

4. Mobile

Staff should use a mobile phone to contact the school immediately if there are any problems.

The Trip Leaders should also have all of the Parents' mobile numbers with them.

5. Adult : Child Ratio

For each trip, there should be at least one Class Teacher and one other adult.

There should be a minimum of 1 adult for each 8 children.

Children should not be allowed to go to a public toilet unaccompanied.

6. Food and Drink

Even on short trips, every child should take a full water bottle with them.

If appropriate, packed lunches can be taken on the trip. Please note the school nut free policy.

7. Clothing

Children should normally wear their school uniform but may be asked to wear P.E. kit as required.

Children should ALWAYS travel with a sun hat.

8. First Aid

The School Nurse will be asked to provide staff with a First Aid kit. This MUST be taken on the bus.

Sick bags and wipes should also be taken.

In case of emergency, the Trip Leader MUST phone the school for notification and assistance.

In case of hospitalisation, the school MUST phone ADEK on the same day to inform them of what has happened.

9. Allergies and Medical Conditions

The Trip Leader must take a list of the children's medical conditions.

10. Teaching and Learning Opportunity

Teachers should plan well for the trip. Where possible, lessons should link to the visit, particularly where the trip links explicitly to the planned curriculum.

Specific focus activities should also be planned for the trip itself. Please consider taking clipboards, paper, pencils and cameras.

Trips are also an ideal opportunity to develop interpersonal and social skills listed in the PSHE Curriculum.

11. Parent Helpers

Parent Helpers are to be encouraged. They improve the adult:child ratio dramatically. Places on the bus should be allocated to allow for this.

12. iPads

The Teacher should take a iPad to record what we hope is a happy, safe, educational and memorable learning experience.

13. Repton School Trips Checklist

This should accompany all staff members on the trip.

Reviewed Date: January 2018

Next Review Date: January 2019