



GEMS

مدرسة جيمس الخليج الدولية
Al Khaleej International School

GEMS AKIS SCHOOL POLICIES

Field Trips Policy

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

Before the trip:

- Our official trip organizers are Scrael. Scrael is a GEMS approved provider of all trips both local and overseas.
- Call Scrael to ask for ideas for venues based on the theme if the trip is educational, or if you are aware of the location that you want share the venue name with Scrael and they will check for availability based on your required dates as per our calendar. This should be done at least 6 weeks before the trip.
- Information that should be shared with Scrael when contacting them to arrange the trip: venue (if already decided), date, time, grade levels, estimated number of students and whether you have any POD students and LSAs in the group of students.
- Teacher to student ratio: The number of teachers/TAs to students must be in the ratio of 1:10
- Scrael will respond with confirmation and the total cost per student for the trip.
- Send Email to STS coordinator, giving him the number of students and the trip venue details (Location, date, and time). The STS bus request form must be attached with the email. Ensure the form is signed by teamleader and phase assistant principal.
- The STS coordinator will then reply with the bus cost.
- **Cost calculator form** (Excel sheet) – Fill up the details on the cost calculator form and email it to the accounts department copying the respective assistant principals. This form is what enables the accounts department for calculate the cost of the trip for each student.
- **SEN students:** Scrael should be informed if any SEN students are in the group attending the trip and whether or not he/she has a LSA. Scrael should let you know if the venue has or doesn't have free entry policy for the SEN student and the LSA.
- The following forms should be filled for each trip:
 1. **Bus request form** – Instructions above in bullet point 6
 2. **Cost Calculator** - Instructions above in bullet point 8
 3. **Risk Assessment**
 4. **First Aid** (to be collected from the clinic)

- The respective Principal or assistant principal must sign all the above forms.
- The forms must then be submitted to MSO.
- Any shadow teacher or LSA 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/email from their sponsor to accompany the child on the trip.
- Based on the cost calculated by the accounts department, the trip letter is then prepared by the team leader (templates are available in the shared folder) and mailed back to the AP for approval. The deadline for parents to pay for the trip (as stated on the letter) should be at least 2 weeks from the date of the trip letter to parents. In addition, the last day for payment is established by the accounts department and shared with the cost calculator.
- All details must then be provided to the assistant principal/principal to create the Phoenix activity for the trip which enables parents for pay for the trip via Gems Connect or at the accounts counter. For **SEN students**, if the venue has free entry for POD and LSA, a separate Phoenix activity must be created with only the cost of the bus (also calculated by the accounts team). The homeroom teacher will share the name of the SEN trip activity with the respective parent(s).
- Money collected for the trip will only be through Gems Connect or school accounts based on the deadline stated on the letter. Teachers are not permitted to collect cash from students and pay on their behalf.
- Hard copy signed permission slips are no longer used. Consent must be collected via a form that is shared in the letter to parents. Students whose parents have not completed the consent form will not be permitted to go on the trip until the parent has completed it.
- Teacher/ Subject Leads must make the needed arrangements for students with specific medical conditions by informing the school Doctor that they will be attending the trip and following the Doctor's instructions.
- Teachers accompanying the students should be made aware by the team/subject leaders of specific needs of students with specific medical conditions.
- Team leader to generate list of students who have paid for the trip from Phoenix regularly between the time the letter is sent and the payment deadline to share with teachers and ensure that they send regular Seesaw messages/emails to encourage and remind parents to sign up, and to contact parents who are showing as "pending" on the registrations list to remind them to complete payment.
- No payments will be accepted on the same day of the trip or after the cut-off date of the activity.
- A list of the students going on the trip must be emailed to MSO, STS, and Security Team once the list is final after the payment deadline. 3 copies of the list should be printed for the day of the trip. One for the team leader/teacher accompanying the students on the trip, one for security at the school gate and one for the STS manager
- Team/subject leader should arrange with the phase secretary which teachers/TAs will be accompanying the students on the trip at least 2 days before the trip to give the teachers ample notice, and to ensure any cover needed is arranged by the secretary.
- Team/subject leader to share the risk assessment with all accompanying teachers/LSAs at least 5 days before the trip to provide ample time to review the risks associated with the trip.

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 along with parent contact details.
- 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 carry out a headcount while students board the bus.
- Teachers must ensure that there is a first aid kit on the bus.
- Headcount must be carried out when the students reach the trip venue and get on and off the bus.
- Teachers must supervise the students at all times and be aware of the risks associated with the trip as stated in the risk assessment.

After the trip:

- Any incidents that occurred during the trip must be reported immediately to the respective APs and principals.
- Feedback, if any, to be shared with Scrael about the venue and the services provided to decide whether this venue will be revisited for future trips.

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 – 3 copies	
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 forms online responses	



EDUCATION



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