



دي بي اس – المدرسة الهندية الحديثة

DPS - MODERN INDIAN SCHOOL

Doha-Qatar

FIELD TRIP & PICNICS POLICY

PURPOSE AND SCOPE:

Field trips are planned as an important feature of the academic year as an extension of the classroom experience that expand and reinforce concepts learned and can provide new and unique experiences that might not be available in the classroom setting.

Every academic year field trips are planned and approved by the MOEHE through established procedures for all phases:

- **Academic-enrichment:** a curriculum-associated learning experience to afford students the opportunity to gain insight, information or knowledge. Such trips will have an educational objectives that have been clearly defined, including pre-planning, follow-up activities and evaluation, wherever applicable.
- Socio-cultural enrichment-experiences aimed at creating students' awareness about the culture and heritage of Qatar.
- **Community Service** – routine trips to instill personal, social and environmental responsibility in students by synthesizing academic course work with real world experiences and give back to the community as engaged citizens.
- Edutainment- experiences associated with fun trips planned for entertainment and relaxation as cultural events /movies etc.
- Inter-school activities: inter-school events in which students participate as representatives of the school for sports, cheerleading, and the performing arts.
- Virtual Field Trip- a guided exploration through the worldwide web that organizes a collection of pre-screened, thematically based web pages into a structured online learning experience.

Duration of Field Trips

Day trips- conducted within school hours

Excursions outside the state of Qatar – All the norms of MoEHE to be followed



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PLANNING AND PROCEDURES

- All trips should be properly documented and a file should be maintained including copies of all forms and letters used in the planning, parental consent forms for the trips as well as with evidence such as photographs, videos or write-ups.
- Age appropriateness and relevance should be kept in mind when planning any trips.
- Field trip planning form approved by the MOEHE.
- Request for Transport form should be submitted at least 3 days in advance by the concerned department, approved by the Principal.
- In case of venues which have not been visited before, a school member will visit the site and ascertain the feasibility of the trip and identify any health and safety issues.
- The Principal will approve, in conjunction with the Vice Principal and Headmistress.
- Staff student ratio will be at least 1:15; the staff member will be responsible for the group of children assigned, which includes registering headcount, and all other procedures.
- One senior staff member will assume the role of team-leader who will monitor all staff and students throughout the trip.
- All procedures for first aid should be ensured by the school nurse in conjunction with the class teacher. In the event of an accident or illness of a student, medical treatment should be promptly sought and the school and parents/guardians notified as soon as possible.
- A specific support staff will be assigned to each group of children. A support staff will always accompany the children to a public restroom.
- On every field trip, the students are accompanied by the class teacher, support staff, qualified nurse and trained security guards from the school.
- For any trips requiring payment, the parent covers the amount.
- Information related to the field trips are posted well in advance by a circular on the website (if payments are not involved) or an acknowledgement slip is sent and payments are collected by the class teacher and submitted to the School Accounts.
- The responsibility for handling the payment amount at the venue should be given to one member of the group of teachers accompanying the students on the trip.



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- All students will be taken to the site of the field trip by the School Transport.
- Prior to the trip, depending on the time and venue, it will be decided whether the students will have their meal during the trip or after they return to school.
- The class teacher on every field trip is informed of the Drivers, Transport supervisor's, and the nurse's mobile numbers, so that they can contact them in case of an emergency.

Due to school transport timings for the Kindergarten, day trips should be arranged so that the buses return to school by 10:30 am at the latest.

- In case of a long-distance trip, it can be extended beyond 10:30 am with adequate transport arrangements.
- Feedback with regards to the trip students is obtained from the teachers as well as the students and documented for future reference.

Insurance Coverage

- All school trips are insured by the Insurance Company approved by the school.

Student Behaviour

- Students participating in field trips must meet the same standards of behavior, which are required in the regular school setting, as outlined in the school's Code of Conduct.
- Students are also expected to observe the regulations established by the site they are visiting.
- Students participating in field trips must be made aware of the consequences of unacceptable behavior.
- Parents must be notified in advance of serious behaviors that would compromise a student's participation in a Field Trip.
- Any untoward incident must be reported to the Principal, Vice Principal & Headmistress immediately by the class teacher. A decision may be made by the Principal regarding the need for further disciplinary action.
- Students are expected to display respect for others, self-restraint and good manners on all fields trips.



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- They have to take care of public property.

Parent Responsibility

- Parent need to give consent for the field trip planned by the school. No child can be taken out for the trip without the consent form duly signed by the parent.
- For trips where payment is required parent has to bear the cost of the trip.
- Parents have to fill the indemnity and health form for every trip.
- On the day of the trip parent need to follow all the instructions sent by the school in the Almanac and by emails.
- The school reserves the right to not take a child if it is determined that the child's health does not permit.
- Children are not allowed to carry any electronic gadgets.
- No sibling / parent can accompany the child for the trip.

Principal
DPS – Modern Indian School
Doha, Qatar