



FIELD TRIP POLICY

Purpose

The purpose of the field trip policy is to provide strict policies for the teachers to follow when leaving the school grounds. This is due to the added concerns that being outside of the school brings.

Scope

This policy covers all of the students of RAIS while they are under the care of RAIS but not on the grounds of RAIS - for example, on a field trip, outing, competition, or general excursion.

Policy Statement

We believe that school field trips are an extension of the classroom. Because of this, rules and expectations for students are to be enforced at all times, as if they were in the school setting. As a teacher, it is important that you be aware of our field trip guidelines.

Related Policies and Documents

1. General Policies:

- The suitability of the location will be decided by the homeroom teachers, section heads, and then approved by the RDOC and Leadership Committees.
- All students and parents will sign a permission slip before the date of the field trip. If parents do not sign this slip, the student will not be permitted to go on the field trip.
- The location of the field trip will be determined by suitability - taking into account the size, facilities, and location in proximity to the school.
- RAIS will aim to have two field trips each year. One will be organized to be fun and relaxing, while the other, academic.

- Parents are not generally permitted to join the field trips unless there is prior permission from the school administration.
- If a parent wishes to pick up their child from the field trip location, they must get approval prior to the field trip date.
- Attendance of the students will be taken in the morning prior to leaving, once when the students arrive at the location, and then before leaving the location.

2. Field Trip Guidelines

- Inform and discuss with students the field trip schedule in detail.
- Inform students to carry their ID card during the trip.
- Inform and discuss with students the known risks associated with the field trip.
- Inform the students of proper conduct while on field trips.
- Instruct and discuss with students how to properly and safely handle situations likely to occur during the field trip.
- No parents /guardians are allowed to pick up their children from the field trip location without prior permission from the Section Head. A letter of request must be submitted by the parent prior to the field trip day for approval. If permission is granted, the PR office will send a copy of the request with the approval to the teacher.
- Teachers are to follow the school's dress code while on field trips. Students are to wear regular school uniforms. PE uniforms may be worn when students participate in activities.
- Collect all permission slips from parents and check them a day before the trip. No student is allowed on the trip without a written permission from the parent.
- Collect a First Aid kit from the nurse and return it after the trip.
- Each time you board a bus or leave a building/location, you should take a count of your group.
- Begin and end all field trips with a head count and submit the list to the Section Head upon arrival.
- Each bus should have at least one teacher.

- M. Supervision at all times is crucial. Students are to be properly supervised at all times. Students are never to be left on their own.
- N. Inform and discuss with students to clear their tables/lunch area once they finish their lunch.
- O. Before getting down from the bus check for any items left in the bus.

Communication

- Homeroom meetings with students
- Student orientation

Policy Review Cycle

- This policy will be reviewed once every three years.
- This policy was last reviewed by RDOC in November 2023.