

BIPS Field Trip Policy

Introduction

Field trips are a way of enhancing classroom learning by making real world connections. The trips give students the opportunity to observe a particular environment that enables first-hand experience of what they are learning. In addition, students achieve a higher level of critical thinking when they evaluate their own learning compared with what they get exposed to, and they are able to modify their knowledge based on their personal experiences. Field trips offer students and teachers the opportunity to interact outside of the classroom, thus enhancing and improving their social and life skills. BIPS has always believed on the positive effects of life-learning. BIPS welcomes volunteers during field trips (when required) to help the teachers to supervise students during the trips.

Aim

Field trips are aimed to enrich the curriculum, build characters, and enhance leadership and social skills. It is recommended that each student goes on field trips at least once every term. The school will ensure that all parents are notified of their child's safe arrival at the venue and their safe return to school via the communicator.

Procedures

- Only ministry approved places can be considered for trips. (21 day for approval is required)
- Field trips need to be planned using the BIPS Trip Form at least 1 month before departure.
- The purpose and the learning objective and outcomes need to be defined.
- Students' safety will be the primary consideration. Adequate supervision will be provided at all times for all students at a ratio of 1 teacher to 10 students (KG will be 1 – 6).
- Parents' consent letters must be received prior to the trip by the date stated.
- One teacher will have primary responsibility for the trip while out of school.
- Prior to leaving, the teacher will provide the attendance list of the students who will be on the trip so that correct attendance can be taken.
- Teachers are responsible for informing volunteers of their responsibilities. Class teachers participating in the trips are required to collect the trip money and permission slip.
- School uniform and rules apply while on a field trip. (Unless stated differently)
- Students must stay with their teacher at all times.
- It is the parents' responsibility to ensure their children are on time for the field trip. Buses will depart on time and will not wait for late comers. It is also their responsibility to pick up their children from school at the end of the day or any designated pick up point.
- No valuables should be brought on school trips e.g. cameras, phones and iPad.
- On occasion buses can be delayed due to accidents on the route.
- Students who violate the Code of Student Conduct or act in a disruptive manner or fail to conform to the school rules will be denied the privilege of participating in school trips.
- Students' must maintain good behaviour, listen and be respectful. Failure to do so will result with the student being returned to school or picked up by the parent from the venue.

- In case of an emergency, the lead teacher must inform *the clinic and the reception* to keep them update. Parents will be called by the school.

Bus Expectations

- Students must stay seated at all times until it is time to exit the bus.
- Students are not allowed to change their seat.
- No food and/or drink may be consumed on the bus.
- Students are expected to pick up and properly dispose of any trash if food is provided at the venue.
- Students must use quiet “inside” voices – no shouting.

Volunteers

- Volunteers are expected to comply with all school policies, follow directions, work cooperatively with staff and other volunteers and model appropriate behaviour for students.
- Volunteers are not allowed to accompany their own children on school trips.
- Volunteers must treat all school information with strict confidentiality
- In case of any emergency, contact
 - ❖ Section Supervisor (Trip Coordinator)
 - ❖ Secondary Liaison Coordinator Ms. Nazna
 - ❖ Primary Liaison Coordinator Ms. Lana
 - ❖ KG Liaison Coordinator Ms. Wenisa
 - ❖ School – 065442420