

## AN EDUCATIONAL VISITS POLICY FOR SCHOOL STAFF

### AIM OF THIS POLICY – Educational visits:

- support and enhance class based work;
- broaden the students' experience;
- provides opportunity of outdoor activities not possible on the school site.
- provide stimulating and enjoyable experiences.

### GENERAL GUIDELINES

- Each visit should be **EDUCATIONAL** and related to the national curriculum.
- Visits must be **WELL-ORGANISED** and **PLANNED CAREFULLY** before-hand. Due to the tight school schedule, it is recommended that visits are planned as early in the scholastic year as possible.
- Visits are booked on a **FIRST COME FIRST SERVED** basis **and at least a fortnight before the actual outing.**
- **Student numbers should be finalised at least 2 working days before the outing takes place so that the Assistant Head in charge can book the appropriate means of transport vis-à-vis the number of students.**
- A maximum of **TWO EDUCATIONAL VISITS** can be organised on one school day.
- No visits can be organised in the **THREE WEEKS** preceding the Half Yearly and Annual Exams respectively.
- No more than **ONE EDUCATIONAL VISIT A MONTH** for each class should be planned. A set or option group should not go out more than once a term.
- For **WHOLE CLASS VISITS**, it is recommended to take out classes from the same set group in order to avoid disruption of lessons as much as possible.
- Only the Head of School and/or the Assistant Head (Administration) can **APPROVE AND/OR CONFIRM** an educational visit.
- Students **SHOULD NOT** take valuables on any visit.
- Students having an inappropriate hairstyle and/or colour and who fail to adhere to the school uniform policy **WILL NOT** be allowed to go out for the visit.
- Members of staff who are in any doubt as to the **SUITABILITY** of taking a particular student on a visit for any reason should consult with the Head of School.
- **ONE** staff member for every **FIFTEEN** students will be sent for each educational visit **but never less than two staff members shall be sent on any one visit.**
- It is recommended that a teacher does not go out more than **TWICE per term.**

- Students WILL not go to the **SAME** venue more than once every scholastic year.
- For all educational visits students should wear the school **UNIFORM** as it aids identity and helps discipline. However, exceptions can be made when the nature of the visit demands more appropriate clothing such as P.E. tracksuit.
- In case a student **MISBEHAVES** during an educational visit, the teacher in charge is expected to inform the school administration as soon as they return to school. The same should be done in case any accident occurs.

### **THE ROLE OF THE EDUCATIONAL VISIT COORDINATOR**

- A COORDINATOR has to be identified for each educational visit.
- This person has to LIASE with the Assistant Head (Administration) and acts as a REPRESENTATIVE for that particular visit.
- The coordinator and accompanying teachers are RESPONSIBLE for the well-being of the students.
- The coordinator must take care that teaching staff taking part in the school outing are spread out on the school transport so as to provide adequate supervision.
- It is of paramount importance that all students are under the teachers' **CONTINUOUS SUPERVISION** and should not be left on their own at any time.
- It is the coordinator's responsibility to check out on the students' DATA PROTECTION ACT. Teachers are to check with the clerks about the permission given to particular students when filming or photographing is planned.
- Before leaving the school, the educational visit coordinator and the accompanying teachers should hand an ATTENDANCE LIST of students present to the clerks.

### **BOOKINGS OF EDUCATIONAL VISITS**

The educational visit coordinator should go to the Assistant Head's (Administration) office to make a PROVISIONAL BOOKING of the visit. Details needed are:

- The name of the activity to be listed in the What's On
- Date of Educational Visit / Place to be visited
- Classes/groups going out
- Departure time from school / Estimated time of arrival at school
- Pick-up time after visit and from where

**MEANS OF TRANSPORT** - The following are the possible transport SEATING bookings:

- **14-SEATER MINI-VAN = 12 STUDENTS AND 2 TEACHERS**

- **27-SEATER MINI-VAN = 25 STUDENTS AND 2 TEACHERS**
- **45-SEATER COACH (42 STUDENTS AND 3 TEACHERS)**
- **53-SEATER COACH (49 STUDENTS AND 3/4 TEACHERS)**
- Due to strict traffic regulations, staff members should make sure that the seating capacity on any means of transport **IS NOT EXCEEDED NOT EVEN BY ONE PERSON.**
- Visit coordinators have to be aware that transport PRICES RISE from one means of transport to another. Thus coordinators are asked to **avoid situations** where they have 12 to 17 or 26 to 32 students as this means that the school will be constrained to opt for a larger means of transport for merely 1 to 6 students. In such circumstances kindly note that the transport fee will probably rise.

### **CONSENT FORMS**

- The coordinator together with accompanying teacher/s are responsible to FILL, DISTRIBUTE and COLLECT consent forms to students participating in the visit.
- An empty consent form template should be COLLECTED from the Assistant Head's (Administration) office on the day when the educational visit is planned.
- This template has to be filled fully by the educational visit coordinator before being PHOTOCOPIED and DISTRIBUTED to the students.
- The BOTTOM PART of the consent form is for parents to fill in.
- It is imperative that students are given a DEADLINE DATE to return the signed consent form to the visit coordinator who will keep all the consent forms.
- No student will be allowed to go on an educational visit WITHOUT the consent form duly signed by his/her parents.

### **EDUCATIONAL VISITS CANCELLATION**

- An educational visit cannot be cancelled without a very VALID REASON in the last two days before it is scheduled.
- In such circumstances money WILL NOT BE REFUNDED as the school will need to pay for the transport just the same.
- Should a visit (such as fieldwork) depend on the WEATHER, the Assistant Head (Administration) has to be informed beforehand, as soon as the provisional booking is made in order to inform the transport provider accordingly. **Only in this case can such a visit be cancelled or postponed.** In the latter case, the Assistant Head (Administration) should be informed as early as possible, by 7.30am.

### **EDUCATIONAL VISITS FEE, MONEY COLLECTED & REFUND**

- The Assistant Head (Administration) will communicate the transport FEE to the coordinating teacher when the provisional booking is made.
- Money must be collected at least ONE WEEK BEFORE THE DATE OF VISIT and duly returned to the Assistant Head (Administration). The latter will write down the amount of money collected in the presence of the coordinator on the Booking of Educational Visit template. That is when the booking of a visit is CONFIRMED.
- Strictly the number of students CANNOT BE CHANGED once the visit is booked.
- No refund can be given to any student who is ABSENT on the day.

### **A SHORT WRITE-UP ABOUT THE EDUCATIONAL VISIT**

- Teachers in-charge are to IDENTIFY a student/s taking part in the educational visit to prepare a write-up about the visit for the school magazine. The write-up should ideally be typed by the student on the respective template and forwarded by the teacher to **[magazine.zeitun@gmail.com](mailto:magazine.zeitun@gmail.com)** with any relevant pictures taken by not later than one week after the visit.