

In order to discipline and regulate the organization of school field trips and to avoid disputes or exceptions, The Primus Private School Administration has deemed necessary the definition of general rules regarding the participation of students on trips organized by the school.

GENERAL RULES:

- ✓ Parents should be aware that school field is an important part and closely linked to the school curriculum. The outing is considered a lesson and students are given assignments to complete after their return. A school field trip is not to be considered a day off or a holiday in that it is usually an intense series of guided visits designed to consolidate the student's knowledge of the subject studied. Should parents for some reason not agree to send their child/children on a field trip organized by the school, they must notify the supervisor. The student will be asked to come to school and attend regular lessons or else he/she will be considered absent;
- ✓ Permission forms will be given out to parents for student participation in school field trips.
- ✓ The school may accept, in exceptional cases and upon evaluation, late registrations or the substitution of a participant with another one;
- ✓ Parents must provide all the documents requested by the school for the trip and must pay strict attention to the deadlines for submission. The school reserves the right to exclude students from trips due to missing or late submission of documents;
- ✓ Changes in the schedules or reservations cancelled will be treated according to the general conditions applied by the "tour operator" (bus company, activity organization, museum etc.) Used by the School to organize the trip;
- ✓ All deposits made by participants will be entirely refunded should the field trip be cancelled by the school;
- ✓ Deposits will not be refunded after the cut of dates for cancellations not made by the school;
- ✓ Refund of balance payments may be possible in exceptional circumstances (i.e. Proven illness) and the school will consider each case separately;
- ✓ The school will avoid any type of discrimination when organizing activities; all trips will be organized and open to all members of the classes for whom the activity is being organized.
- ✓ Students who have accumulated serious disciplinary measures can be definitely excluded from any future participation in school field trips. It is at the school's discretion whether or not to implement this disciplinary measure.

SAFETY GUIDELINES.

A) Objective:

- Providing a safe field trip to children and staff from school to field and back.
- Support the children who are suffering from various problems and taking appropriate actions for providing them a safe visit.

The trip coordinator should ensure that the group leader is competent to monitor the risks throughout the visit. Nobody should lead adventure activities unless they have been assessed. Leaders should make sure that they have sufficient local knowledge.

B) Assess prior to trip

1. Staffing required to run a visit safely.
2. Visit prior to trip to assess risk, if any.
3. In case of emergencies, details to contact source of help - communication arrangements.
4. Parents should be informed about the child's participation
5. Safety while travelling in School bus.

C) STAFF TO ENSURE:

- All students will bring the acknowledgement slips signed by their parents permitting them to go on the field trip.
- A head count of the students boarding the bus must be made at the school and at the venue before the bus return to the school. At all times teachers must be accountable for the students in their care.
- If an accident or injury occurs during the field trip the following procedure to be followed.
 - 1) If the injury is minor first aid must be administered at site. The matter must be reported immediately to the Supervisor, concerned parent & clinic when return of school.
 - 2) If the injury needs immediate medical attention, **call for an ambulance (999)**. In such case inform the Principal and the Manager Administration. Then call the supervisor and the parent of the child. **DO NOT PANIC.**