RAHA INTERNATIONAL SCHOOL

GARDENS CAMPUS

POLICIES

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| Policy title | Excursion Policy |
| Policy number | GC\_POL\_EX\_009 |
| Policy Version | 1 |
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| Prepared by | Name |
| ECP Coordinator | Gladys Sheirvy Reyes |

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| Approving Committee | Name | Signature |
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The Rationale

This policy supports the participation by Raha International School students in Local and International trips excursions.

Raha International School recognizes the additional responsibility and level of care that must be undertaken when students are taken on trips. This policy is intended to clarify requirements for the planning of excursions of this nature to ensure that legal obligations are met and that the values of the school are upheld in what is undertaken. This policy, together with the Trips Excursion Manual, will also establish a formal procedure for staff to obtain the necessary approval for excursions of this type.

**Aims**

To establish protocols and procedures that effectively manages all stages of Local or International trips excursion.

**Approval Process for UAE Trips**

Private Schools are requested to complete the following to receive no objection from ADEK for local trips -noting that approval takes 3-4 weeks.

* Excursion Form
* Letter of Rationale – Providing trip details and demonstrate connections to the curriculum. Academic plan for students not attending. This letter must be signed by the Lead Teacher, Head and Principal.
* Risk Assessment that includes names of ADEK approved teachers and supervisors who will be accompanying students on the trips.
* School Undertaking Form (stamped and signed by the principal).
* Sleeping Arrangement (If Overnight Trip).

*Completion Process while awaiting ADEK approval:*

1. The lead teacher is required to submit the list of students attending the trip to the ECP coordinator no later than two weeks before the scheduled excursion date. This is necessary to facilitate the creation of a group on Schools Buddy, allowing for the accurate invitation of the students who will be participating in the trip.
2. The lead teacher is required to fill out the ISAMs Email Template, provided by the ECP Coordinator, no later than two weeks before the excursion date. Once the template is completed, kindly send it to ecp@ris.ae. This email serves the purpose of notifying parents about the excursion's details, including the destination, transportation arrangements, and necessary items for their child. It should also specify the date when Schools Buddy will be open for registration and obtaining parental consent for their child to participate. Schools’ Buddy registration should be accessible at least 7 days prior to the excursion date.
3. The ECP Coordinator will handle the booking and coordination of bus transport to and from the destination. In the event of any changes, such as alterations to the excursion date or time, or modifications in the number of classes/students participating, please notify the ECP Coordinator. Subsequently, the ECP Coordinator will update the bus booking form and communicate the revised information to parents.

**Approval Process for International Trips**

Private Schools are requested to complete the following to receive no objection from ADEK for International trips -noting that approval takes 1 – 2 ½ months.

* Excursion Form
* Letter of Rationale – Providing trip details and demonstrate connections to the curriculum. Academic plan for students not attending. This letter must be signed by the Lead Teacher, Head and Principal.
* School Undertaking Form (stamped and signed by the principal).
* list of lead teachers attending the international trip along with their contact numbers.
	+ Schools are required to submit applications for the inclusion of teachers accompanying students on overseas trips through Tarasol Web and send the reference number to the email address activities@adek.abudhabi.ae

The camp provider is required to furnish the following documents:

* Itinerary of the trip
* Sleeping arrangement details
* Risk assessment documentation
* Flight booking information
* Detailed cost breakdown encompassing expenses for food, flights, and accommodation
* List of students attending the trip, including gender, nationality, and parent contact information
* A sample of parent consent forms, incorporating the assessed risks associated with the destination.

**Completion Process while awaiting ADEK approval:**

1. The lead teacher is required to send an email to the parents/students attending the trip, formally introducing themselves as the designated lead teacher accompanying them. In this communication, provide contact information for any inquiries related to the trip and reassure them of your availability to address any questions or concerns.
2. The lead teacher is required to complete the ISAMs Email Template, provided by the ECP Coordinator, no later than one month before the scheduled trip. Once the ISAMs Email Template is finalized, please submit it to ecp@ris.ae. This email is intended to be sent to parents, providing comprehensive details about the excursion, including the destination, departure time from Raha to the Airport, bus costs to/from the airport, and a list of items the child should bring. Additionally, it will include information about the pre-departure meeting, which will be organized by the Camps Provider to furnish essential details about the trip. The date, time, and venue for the meeting will be coordinated by the ECP Coordinator.
3. The ECP Coordinator will be responsible for booking and coordinating bus transport to and from the airport.

**Other**

Upon finalization of the international trip, Camps International will furnish teachers with the School Gateway link, providing comprehensive information for the upcoming excursion. This link enables teachers to access the list of students who have completed the online application form, facilitating cross-checking of registrations and deposit payments. Additionally, it offers details on medical and dietary requirements, expedition specifics, and other pertinent information. It is crucial to emphasize that the provided link is exclusively intended for teacher use and should not be disseminated to parents or students.

Revision Log

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| Date | Changes | Reviewed By |
| 05/02/2024 | Approval Process for UAE Trips |  |
| 05/02/2024 | Approval Process for International Trips |  |