



Trips and Events Policy

Purpose

To ensure the health, safety and wellbeing of all students and staff whilst on and off school campus on a pre-arranged educational visit or any event held within the school premises.

Rationale

Students can gain a lot of experience from outdoor/external educational trips. The school ensures these activities are available to all the student body. All such trips and events must be approved by the Head of School.

Responsibilities and Procedures

- Fill are necessary forms; Trip Approval Form and Risk Assessment.
- Risk Assessment must contain any at risk students.
- Assign a designated first aider, whose responsibility it is to collect a first aid kit from the Clinic.
- Obtain parental permission.
- Ensure the child/adult ratio guidelines are adhered to.

Ratio Guidelines			
FS1 1:4	Y1 1:6	Y3 1:8	Y5/6 1:10
FS2 1:5	Y2 1:6	Y4 1:8	Y7-Y13 1:10

School Transport Behaviour Code

- Treat the school Bus Attendant and Driver with the same respect as you would your teachers.
- Remain seated on the designated seat and wear your seatbelts throughout the bus journey.
- Sit facing forward in your seats at all times.
- Keep the aisles and walkway clear at all times.





Nurture
Lifelong
Learning

- Report problems to the Bus Attendant and/or Bus Driver
- Be ready and on time for departure and pickup.
- Speak quietly with “inside voices” throughout the bus journey.
- Wait for the sign from the Bus Attendant to leave or enter the bus.

Policy Implemented: September 2023

Policy Review Date: September 2024

Policy Responsibility: Parent Relations Manager

Board Approval: September 2023

Version: 4



JVT, Dubai, UAE



+971 4 552 2600



info@arcadia.sch.ae
<https://arcadia.sch.ae/>