



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 and/or DSL.

Responsibilities and Procedures

- Fill in 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



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JVT, Dubai, UAE



**ARCADIA BRITISH
SCHOOL**

مدرسة اركاديا البريطانية

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.
- 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 2026

Policy Responsibility: Parent Relations Manager

Board Approval: September 2023

Version: 4



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