

FIELD TRIP POLICY

The school schedules educational field trips during the academic year with an aim to enrich the curriculum taught. The school will see that the student's behavior prior to the trip is cooperative and friendly. Parents/Guardians will be informed in the event that their son/daughter is not showing acceptable behavior and will be restrained from the trip.

The school will take up the following procedures.

1. Define the objective of the trip
2. Schedule the date, time, capacity and location of the trip
3. Ensure parental consent is obtained for each student registered on the trip and they don't have any medical problems.
4. The parent will be given the contact number of the teacher in charge of their child (Group) and can be contacted if needed.
5. Younger siblings will not be allowed to participate in field trips
6. Maintain the attendance of the students participating in the trip.
7. A student can never ride with a parent in separate transportation and join a field trip.
8. Fees paid for field trips are non-refundable if the payment has already been made to the venue.
9. Refreshments and other requirements are distributed.
10. Instruction to be followed while on the trip will be distributed
11. Students will be advised not to carry expensive gadgets and school will not be responsible for the loss or damage of the same.
12. Bus procedures, rules, and policies apply during all field trips.
13. The principal shall nominate a teacher as Trip coordinator.
14. **Ensures student to teacher ratio of 10:1 is maintained separately for girls and boys and the teacher for the specific group will always be with the group.**
15. The discipline procedures are maintained by the Assistant teacher as per the directions of the trip coordinator.
16. The trip coordinator will update the school principal of the status of the trip.