 Mutiara International Grammar School	Ref: MIGS/PM2.6	Effective Date: 3 rd November 2010	Next Review: November 2011
Manual Title	Mutiara International Grammar School Policy Manual - Core		
Policy Area	Curriculum and Performance School Trips		
Mandatory within	Whole School		

2.6 SCHOOL TRIPS

Preamble


School trips are all events which involve students in the school's care being taken off school premises by responsible and appropriately qualified school staff in order to participate in activities which supplement their normal timetabled programme. The school believes that trips are of educational value, providing opportunities for active engagement in the learning process and supporting the personal and academic development of the students. All school trips must have a clearly stated objective(s).

Types of Trip

School trips are of two broad types: those that are an integral part of the educational programme and those that are optional. Trips can be day outings or residential and can be scheduled either in or out of school time. School trips involve specific target student groups: whole year groups, class groups, subject groups or extracurricular activity groups and in some cases involve a selection process.

Organisation, Health and Safety

The school takes total responsibility for the organisation of school trips and specific policies and guidelines are in place to ensure all aspects of planning are thorough. The Head of School and the Head of Operations are responsible for ensuring that all requirements have been fully met before a trip occurs. A Trip Organiser is responsible for planning a school trip within the policies and guidelines provided. A Trip Leader, approved by the Head of School is appointed for each school trip and is delegated the overall responsibility for the supervision and conduct of the trip.

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The school is responsible at all times for the supervision, health, safety and security of students during school trips. Adult-student ratios appropriate to age, gender, maturity and experience, and in accordance with the specific nature of the trip, are defined in school policy. Exceptions may only be made with the approval of the Head of School and Head of Operations and must be made clear to parents.


The health, safety and security of students and staff on school trips is the prime consideration when planning school trips. Every possible measure must be taken, and fully planned for, to ensure all aspects of student and staff health, safety and security have been considered.

Information Dissemination

Parents must be informed, in advance and in writing, of the specific details of all school trips in order to make an informed decision on whether their child should go on the visit. Briefing meetings with parents and/or students are held when recommended by the Head of School. Parents are required to sign a Parental Consent Form and provide medical and contact information as required for different types of trips. No child can go on a visit outside school without written parental consent.

Standards of Behaviour

During school trips, staff and students are required to follow the school's normal codes of conduct. Normal school rules and standards apply, in addition to any specific responsibilities and conduct guidelines related to a school trip. Students are expected to wear school uniform on all day outings (except where the activity requires other specific clothing) and specific guidelines for clothing during residential trips are to be provided. Parents and/or students must sign an agreement in the Parental Consent Form to follow the conduct guidelines. In the event that a teacher decides a student should be sent home during a trip due to serious misbehaviour, parents have the responsibility of covering the cost.

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Financial Arrangements

The costs of trips and visits are not included in the school fee and payment must be made separately by parents/guardians. If a student is unable to participate in a trip as a result of late arrival at the agreed departure point or any other reason, the values paid will not be reimbursed (unless special arrangements have been made with the travel agency or tour operator). Information regarding the procedures for the cancellation of a student's participation and reimbursement of any surplus cash are distributed with the information provided for each trip. No member of staff may use a school trip for financial gain.

Travel insurance is arranged for each trip as appropriate and is included within the overall cost of the trip. Basic insurance is covered by the school's insurance policy.