



ARCADIA GLOBAL SCHOOL

AGS Trips and Events Policy

2024-2026

Al Furjan
Dubai, United Arab Emirates

T: +971 4 559 9700 | info@arcadiaglobal.sch.ae | <https://arcadiaglobal.sch.ae> | PO BOX No. 391858

ALTRUISM **R**ESPECT **C**OMPASSION **A**SPIRATION **D**ETERMINATION **I**NTEGRITY **A**DVENTURE
GRIT **L**IFELONG **O**PTIMISM **B**RAVERY **A**LACRITY **L**EARNING



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 Principal.

Responsibilities and Procedures

- All trips must be discussed, approved and scheduled by SLT before letters and consent being sent to parents.
- Fill are necessary forms, Trip Approval Form and Risk Assessment.
- Risk Assessment must contain any at risk students and be signed off by the Principal prior to the event being finally approved to run.
- Assign a designated first aider.
- Obtain parental permission with completion of the consent form.
- 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, Driver and all supporting staff with the same respect as you would your teachers and SLT.
- AGS Values must be always demonstrated.
- Remain seated on the designated seat and wear your seatbelts throughout the bus journey.
- Sit always facing forward in your seats.
- Always keep the aisles and walkway clear.
- 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.



Nurture
Lifelong
Learning

ARCADIA GLOBAL SCHOOL

Nurture Lifelong Learning

General Behaviour at the trip venue

- All students and staff are representing the school in public and therefore must be mindful of this and practice the AGS Values at all times.
- All student codes of conduct must be followed, and any violations will be reported and actioned as per school behaviour expectations.

AGS

Policy Implemented: August 2024

Policy Review Date: July 2026

Policy Responsibility: SLT

Version 1

T: +971 4 559 9700 | info@arcadiaglobal.sch.ae | <https://arcadiaglobal.sch.ae> | PO BOX No. 391858

ALTRUISM **R**ESPECT **C**OMPASSION **A**SPIRATION **D**ETERMINATION **I**NTEGRITY **A**DVENTURE
GRIT **L**IFELONG **O**PTIMISM **B**RAVERY **A**LACRITY **L**EARNING