

GUIDELINES FOR SCHOOLS

International Field Trips and Events

GUIDELINES FOR INTERNATIONAL FIELD TRIPS

Schools that are intending to take students on international trips as part of the curriculum delivery or otherwise are required to comply with the following.

- Unless part of the curriculum delivery, attendance for these field trips should be optional for all students;
- The number of supervisory staff on the trip is to be determined as follows - every 10 students on the trip should be assigned one supervisor;
- The supervisors should be teachers or administrators actually working in the concerned school;
- A contact person (name and number) should be provided to parents to contact during the trip;
- The school must ensure that all students travelling have the necessary travel insurance for the trip;
- The school needs to be sensitive to students' cultural and religious requirements (e.g. diet, time provided for prayer and other religious requirements, places of visits etc.).

All documentation mentioned below must be kept as part of school records for each trip conducted and should be available for inspection in the case of a compliance visit by KHDA.

- A detailed communication and itinerary sent to the parents informing them of the details of the trip;
- Signed copies of all the parental approval forms for the trip;
- Copies of the students' passports;
- An official letter from the Principal of the school to the Ministry of Foreign Affairs informing them of the school's intended trip to the country concerned;
- Copies of the passports (with visa page) of the accompanying teachers and administrators.

In addition, the following must be submitted to KHDA (for information and record only) at least three days prior to the trip

- The contact person (name and number) for the trip, as provided to the parents;
- A list of all the students and supervisors on the trip;
- For the duration of the trip, the school's local contact in Dubai that KHDA can reach in case of need.

GUIDELINES FOR ARRANGING EVENTS AND ACTIVITIES IN THE SCHOOLS

- The school holds full responsibility for all school events and activities;
- The school needs to get necessary permission from all the concerned government authorities (as applicable) when arranging any event or activity;
- Participation in any event should be optional for parents and students and written parental approval must be obtained;
- The event should not be contrary to the values and traditions of UAE culture and/or Islam;
- The school must keep a record of all events, to be available in case of a compliance visit. The records should contain the following:
 - Event plan
 - Parental consent for the event
 - Official letters to and from the concerned authorities