



NEW YORK
ACADEMY

FIELD TRIP AND OVERNIGHT EXCURSION POLICY

RATIONALE

The purpose of this policy is to provide guidelines to plan, approve, and conduct student field trips within and outside the city. It provides guidelines for the safety of students and teachers on field trips, thereby allowing teachers to maintain control and to maximize the learning opportunity.

This policy also provides guidelines for acceptable behavior for students, to address problems that have already occurred, and prevent new ones from occurring.

PHILOSOPHY

Field Trips give students a meaningful experience and helps them make connections to the concepts being taught in the classroom to the real world. It allows them to come into contact with different environments and to encounter new experiences.

Field trips may take place for curricular, sporting or other extra-curricular reasons.

CATEGORIES

Field Trips can be:

- 1) Of a short duration (one day or less) and take place in Hyderabad
- 2) Outside of Hyderabad or overnight

APPROVAL PROCESS

While planning these trips teachers must seek Principal's approval and establish a convenient date for the trip.

- Complete the Field Trip Form and seek approval by the Principal four months for overseas and one month for local trips.
- Check with the Administration Assistant and Transport department for arrangements.
- Check with the School Travel Service for air ticket arrangements, when necessary.
- Investigate all costs that could be involved — admission fees, meals, travel, etc.
- Develop a letter to parents outlining the details of the Field Trip (date, cost, time, special arrangements, lunch, dress requirements, pick up arrangements, etc.).
- Attach to the letter The Parent Authorization Permission Form (Emergency information) for the students to return to you by a given date.
- Obtain additional volunteers if needed (4 students:1 adult).
- Take permission forms, a First Aid Kit, and a Cell-Phone on the trip with you.
- Report verbally to the principal on your return about how the field trip went..
- Provide a written report if an accident, and/or unacceptable behavior occurred. Parents will need to be contacted and detailed information needs to be given.

These trips involve a variety of risks and, therefore, require careful and stringent organization for which staff must prepare students and materials. The risk assessments must be done thoroughly to avoid mishaps. The students must get a consent form signed by the parents.

ROLES AND RESPONSIBILITIES

The Principal/Coordinator will develop and implement procedures to ensure the safety, health, and well-being of all participants on field trips.

The accountant needs to ensure the financial requirement of the trip.

The transport in-charge will update and implement procedures for safe student travel.

The admin staff will update and implement health procedures to meet the needs of students participating in field trips.

The Facility in-charge will ensure the other requirements like food/water/hygiene/manpower.

The Principal/Coordinator will ensure that each field trip has been approved through the administrative process and complies with the provisions of this policy.

STUDENT CODE OF CONDUCT

The students are expected to abide by the rules and regulations and conduct themselves with maturity and respect for others as well as for the environment around them.

The student must get a consent form signed by the parents. Without which they cannot be a part of the trip. The students who are not going to the field trip will stay home and it will be considered an excused absence.

Students must follow all safety rules and regulations indicated by the teacher.

Students are not allowed to bring electronic gadgets.

The belongings carried by participants are entirely at the students' own risk and they have to take the responsibility of the same. However, the teachers will be assisting the early years students.

Students are not allowed to leave without the permission of the teacher.

EMERGENCY PREPAREDNESS

The field trip in charge, may amend or add regulations that are specific to a particular Field Trip with the principals' approval. For example, there may be additional guidelines if the students are going for a field trip in a water park.

The in-charge should ensure that all expectations for student behavior are communicated clearly to students and parents. In addition, he/she should ensure that parents are aware that in the event of an accident, the staff will provide remedial first aid measures. Anything beyond this will be referred immediately to the local medical services or hospital, and parents will be notified immediately by the school. Any immediate medical expenses will be covered either by the school or by the student's own medical insurance policy.

The principal can be contacted during the period to support the field trip team.

The school will react promptly and effectively if the in-charge or other staff member seeks assistance regarding legal, behavioral and medical issues.

STANDARD OPERATING PROCEDURE (SOP)

- A. Planning and approval by the Coordinator & the Principal
Field trip venue to be decided in the collaborative meeting

Field trip permission form to be filled by the respective teachers and sent to coordinator and the Principal for approval

Field trip requirement request to be sent a month prior

Ratio of Students vs teacher on a field trip to be maintained at 8: 1. May change for early years.

B. INFORMATION TO ADMIN TEAM

- One teacher from the grade level/ Associate Coordinator will coordinate with the venue supervisor to find the details and cost
- Details would include (age of the children, timing, rules, cost for entry, parking, equipment)
- Communication to the transport and facilities team with regards to cost, food, bus to be sent via email 3 weeks in advance. Number of students, staff to be specified.

C. COMMUNICATION TO THE PARENTS

- Consent form to be sent to the parents two weeks in advance.
- Parents to be informed about the amount to be paid if any.
- Reminder mail/ broadcast message to be sent a day prior to the trip.

See sample letter to parents and sample permission slips below.

Field Trip Information Letter to Parents

Email -Sample

Good Afternoon,

Grades 2 to 5 will be going on a field trip to Ms. Nilima's farm on Monday, October 8th, 2018 from 9:00 - 11:00 AM. Therefore, it is very important that your child is at school before 9AM.

Please make sure your child brings dry snacks from home, water bottle, cap/hat, and comfortable shoes for this trip.

See the details of the farm below.

- Near P Janardhan Reddy Nagar Gachibowli, Hyderabad
- Lane next to Labonel Gachibowli

Animals:

1. Cows
2. Turkeys
3. Japanese hens
4. White hens
5. Ducks
6. Geese

They also have a treehouse and a trampoline.

**Field Trip Information Letter to Parents
Sample**

Field Trip Consent Form

Thursday, May 9, 2019

Ms. Asha
Grade 1 Teacher
New York Academy

Dear Parent,

New York Academy has planned for a field trip to Birla Planetarium on Thursday, May 16, 2019. I am writing to seek your permission for your child to participate in the class field trip.

We will be leaving the school at 9:15 a.m. and return to school by 1:00 p.m. So please make sure that your child is on time to school. We will head to the Birla Planetarium in the school buses. Teachers, other school staff, and parent chaperones will accompany the children to ensure the safety of the entire class during the field trip.

Please fill out the consent form found below if you are confirming to send your child to the field trip. If you have any questions please email to grade1_teacher@newyorkacademy.com or contact the front desk.

Parental Consent Form

I hereby consent to my child participating in the field trip to Birla Planetarium on Thursday, May 16, 2019.

Parent Name: _____

Student's Full Name: _____

Emergency Contact Number: _____

Parent Signature: _____

Date: _____

Permission from Venue Letter

May 13, 2019

To,

The Concerned Person,

B M Birla Science Centre, Adarsh Nagar,

Ambedkar Colony, Khairatabad,

Hyderabad, Telangana. 500004

Subject: Permission for field trip to Birla Science Museum and Birla Planetarium

New York Academy students (Pre-K 4 to Grade 7) would like to visit Birla Science Museum and Birla Planetarium from May 14 to May 17

We will arrive at the Birla Science Centre at 10:00 am and plan to visit the Science Museum at 10:30 am. Later, we would attend the Birla Planetarium show at 11:30 am.

We would appreciate it if you consider our request and grant permission for our field trip.

Thank you.

Sincerely,

Ms. Umme Salma,

Principal,

New York Academy