



TRIP POLICY

Vijay International School encourages school trips due to the vast benefits for students, both socially and academically.

A small budget exists to help fund trips which form an essential part of the curriculum (such as for IGCSE coursework or Primary swimming lessons) and for students representing the school in athletic or academic competition. For any other trip, money must come from the department budget or fund raising. Parents should not be expected to fund any local trip but a voluntary contribution may be asked in order to fund any trip beyond Praslin. **All finances must be agreed by the Head of Section and Principal before a letter is circulated to parents.** Parents should not be expected to provide transport other than to collect and drop off their child at the beginning and end of the visit.

The following procedure is set out to aid the smooth organisation and running of all trips:

1. Discuss the trip proposal with the Head of Section outlining the venue, date, time, purpose etc of the trip. The Head of Section will determine if the trip forms an essential part of the curriculum and if not, whether department budget can be given to it. This must be done no later than 4 weeks before the trip. If agreed, the Head of Section will liaise with the Principal.
2. The person planning the trip must complete a risk assessment and a parental consent letter and must then pass to the Principal and the Head of Section. All trips must have the written risk assessment approved in line with the school's Risk Management Procedure.
3. For local trips, a prior visit to the location **MUST** be carried out in order to determine suitability.
4. A letter must be then issued to parents giving details of the trip and asking for parental consent. Verbal consent is not accepted – where a child has not returned a form, a phone call may be made to the parent and if they give consent, this must be put in writing by a message being sent to a member of staff at school. This should be done at least 1 week before the trip.
5. The admin office must be notified of the trip and given a copy of the letter issued to parents.
6. A copy of the letter is pinned to the staff notice board for reference.
7. All staff on the trip must have a mobile phone and a contact list for all students must be provided by the trip organiser. A first aid kit should also be taken.

The procedures for any residential visit would vary from those listed above and would be discussed on a case-by-case basis with the Head of Section and Principal.



Staff Ratios

Staffing ratios may vary depending on the risk assessment for each trip which will be agreed by the Principal and/or Head of Sections.

A general guide to staffing ratios are:

Local Trips

EC: 1 adult to every 5 students

Years 1 - 3: 1 adult to every 6 students

Years 4 - 6: 1 adult to every 15 students

Year 7 onwards: 1 adult to every 20 students

Other Trips (overnight or off island)

Years 1 - 3: 1 adult to every 4 students

Years 4 - 6: 1 adult to every 10 students

Year 7 onwards: 1 adult to every 10 students

This is a guide and must be discussed with the Principal and Head of Section as it will vary depending on the nature of the trip.