



SCHOOL TRIPS AND SCHOOL OUTINGS POLICY

Primary and Nursery

Reference Document

The present document, elaborated by and for the European School Brussels 3 (hereinafter, "EEB3"), is designed to complement the "Guidelines for school outings and trips organized by the nursery and primary departments of the European Schools" (Ref.2002-D-54).

Unless provided otherwise by the present document (eg increased information or checks and controls) or in case of ambiguity, the text of Ref.2002-D-54 is the applicable reference and is provided in Annex I to the present document.

1. Definitions

- 1.1 “**School Trips**” are defined as transfers away from school for a duration of more than one day and thus involving an overnight stay.
- 1.2 “**School Outings**” are defined as transfers away from school for a duration of less than one day and thus not involving an overnight stay. School Outings can take place as “Level Outings” or “Class Outings”.

2. Organisation of School Trips and School Outings

Outings and Trips of the EEB3 are activities inherent to the school curriculum and are therefore mandatory.

They constitute an essential element in the formation and multicultural education adopted by the European School. They have a clear connection with the social, pedagogical and/or didactic objectives of teaching and are prepared and followed up in classroom activities. They strengthen rapport between pupils and teachers. They aim, as far as possible, to be European in nature and to promote European solidarity and values through a better understanding of one’s own culture and that of others. They include educational projects, sports trips, residential trips and exchanges between schools.

The EEB3 takes sole responsibility for organizing School Outings and School Trips.

Teachers will provide parents with a list of requirements for the trip/outing, eg: clothing, equipment, luggage etc. and will state a maximum amount allowed as pocket money.

The updated list of students will be taken in class before leaving for the trip / outing.

The various costs will be periodically re-assessed. For trips/outings whose payment is to be made at the end of the trip/outing, teachers will provide the School's accountancy department with a final balance which will include receipts. A breakdown of costs and expenses will be presented to the EEB3 Financial Committee for information and will be made accessible for viewing in the Primary secretary’s office.

2.1 School Trip in the Primary Classes (P3, P4, P5)

2.1.1 Each year, between March and June, the primary school of the EEB3 organises

- one Trip of minimum 3 nights for all pupils in P3
- one Trip of minimum 4 nights for all pupils in P4
- one Trip of minimum 4 nights for all pupils in P5

The cost quoted to parents will include the following expenses: transport, food and board, and all activities detailed in the programme.

2.1.2 The Trip is coordinated:

- by the section level coordinator for P3 and P4
- by a specific coordinator appointed at the beginning of the year for P5.

The Trip does not exclude the possibility of organizing other outings throughout the year for these classes. The destination must be accessible by either bus or train.

2.1.3 At least three months in advance, pupils and parents will receive:

- ☒ a detailed description of the trip, with addresses and emergency telephone numbers of the selected destination
- ☒ a quote for the cost of the trip

For each class trip, teachers will organize a general information evening for parents. Parents must sign an authorization form stating their acceptance for their child to participate in the school trip and their agreement to provide relevant payment.

Payment details / instructions will be transmitted at least two months in advance. Parents are required to respect the deadlines for handing in the authorization form and the payment, with failure to do so resulting in their child's possible exclusion from the trip.

2.1.4 Parents are also required to:

- ☒ complete a medical form for their child/children
- ☒ provide an emergency phone number (it is the parents' responsibility to inform the school of any changes in contact information)

2.1.5 The organization and payment of the trip will be made in the school's name.

2.1.6 The EEB3 Direction gives its agreement to the teacher's proposal for a Trip after it has been presented to the Educational Council members for approval.

2.2 Organisation of the didactic Level Outings in the Nursery & Primary Classes

2.2.1 Each academic year, EEB3 will aim to organise three Level Outings for each group of the Nursery and Primary classes.

The cost quoted to parents includes the following expenses: transport, and activities or workshops organised during the outing.

2.2.2 Each Level Outing is organised and coordinated by the level coordinators.

2.2.3 During the teachers / parents' meeting in September, parents will receive an outline of the foreseen Level Outings for the year. This outline will include information about the destination, approximate dates and approximate costs.

Upon receipt of that information, parents will be asked to sign a written consent form (see Annex III) stating:

- their acceptance for their child to participate in all the Level Outings planned during the school year
- their agreement to provide relevant payment if applicable

The amount will be included in the “payment bill” sent by the school in September.

Parents are required to respect the deadlines for handing in the authorization form and the payment; failure to comply can result in the pupil’s possible exclusion from the outing.

Shortly before each Level Outing, the class teacher shall send a reminder to the parents.

2.2.4 Each Level Outing has a didactic objective and is thus considered an effective school day. As far as possible, the Level Outing will be related to a topic or theme being taught.

2.2.5 At the end of the school year, Parents may ask the school for reimbursement of some costs for outings in which their child could not participate (see Annex II). EEB3 will reuse funds not claimed by 10th July for outings of the following academic year.

2.2.6 Unless specified otherwise, pupils are not allowed to carry money during Level Outings.

2.3 Organisation of Class Outings in the Nursery & Primary Classes at teacher’s initiative

2.3.1 Depending on didactic opportunities and available class budget (class fund), class teachers may take the initiative to organise Class Outings for an individual class or for a group of classes.

The cost quoted to parents includes the following expenses: transport, and activities or workshops organised during the outing.

2.3.2 Class Outings are organised and coordinated by the involved individual class teacher or group of class teachers.

2.3.3 As soon as it is decided but no later than two weeks in advance, the class teacher will inform the parents of the class outing date, destination, and costs. The cost of these Class Outings may require additional payment above the amount forecasted in the class fund. In case there is no unanimous agreement on the initiative, parents of the class will adopt their position by a simple majority. The participating families may decide to collect the money through the class treasurer on an ad-hoc basis and not use the class fund for that outing. Parents are required to respect the deadlines for providing payment; failure to comply can result in the pupil’s possible exclusion from the outing.

Shortly before each Class Outing, the class teacher shall send a reminder to the parents.

2.3.4 Each Class Outing has a didactic objective and is thus considered an effective school day. As far as possible, the Class Outing will be related to a topic or theme being taught.

2.3.5 Unless specified otherwise, pupils are not allowed to carry money during Class Outings.

3. Various: Supervision, Safety, Accidents, Insurance, Attendance, Discipline

- 3.1 Accompanying adults (mostly teachers) will guarantee the continuous supervision of pupils throughout the trip.
For primary level pupils, the number of accompanying adults will be in line with the ratio provided for in the document 2002-D-54 (adult/pupil ratio = 2/15). For younger age nursery-level pupils, a higher ratio will be aimed for.
Accompanying adults will have followed a first aid information session and will be provided with:
- a medical bag for emergencies
 - emergency telephone numbers
- 3.2 The buses provided for the transfer of pupils to their destinations will be inspected prior to the departure and equipped with functioning seat belts, which must be worn by pupils whilst on the bus.
- 3.3 In the event of an illness or an accident, the coordinator will inform the School and the family as quickly as possible. If the pupil is ill and has to return home, the parents will be given the possibility to pick him/her up. Otherwise, the coordinator will make arrangements for him/her to be accompanied by a duly accredited person. If the pupil suffers an accident, he/she will be taken to the hospital, if necessary, in order to receive the medical care required.
- 3.4 During school outings and trips, the School's civil liability insurance covers pupils, teachers and other accompanying adults. This is without prejudice to the civil liability insurance policy of the transport companies involved in the trip or the outing. Medical expenses resulting from an accident will normally be reimbursed by the relevant Health Services (Sickness insurance of parents for pupils, school insurance for accompanying adults and teachers).
Parents are advised to subscribe a complementary travel insurance in case of last minute cancellation or sickness.
The school will examine whether or not to subscribe complementary insurance for the pupils, teachers and accompanying adults. This information will be provided to parents alongside the detailed description of the outing / trip.
- 3.5 Pupils who are given special permission not to go on a school trip are expected to attend lessons in other classes (Ref.2002-D-54, Art. 5.3). Pupils who otherwise cannot participate on the trips / outings and who have not received the aforementioned special permission will remain under their parents' responsibility.
- 3.6 The rules of discipline in force in the European Schools obviously continue to apply throughout a school outing or trip.
A "code of good conduct" will be presented for signature to pupils and parents for the school trip or school outing, reminding them that they are projecting the Schools' public image, all the more reason, therefore, for their behaviour to be beyond reproach.
Extreme cases of non-compliance by a pupil to the "code of good conduct" can lead to immediate exclusion from the trip / outing. Expenses to transfer the pupil home will be charged to the parents as per the general regulations.