

School and classtrip internal rules

28.02.2012

Foreword

-The class/study trips are an integral part of the global learning and educational work of the ESM. They are bound to the fundamentals of the European School: freedom, quality, respect, tolerance, solidarity.

-The 6th Year journeys are study trips. They serve solely to educate, practise social competences and the acquisition of new and valuable experiences. They are not vocational trips but should rather offer a challenging and versatile programme.

-On these class/study trips the pupils are offered the opportunity to spend a couple of days with their teachers and fellow students from other classes. This allows them to get to know each other and their teachers in different situations and roles outside of normal school life.

- Class/study trips serve to encourage personal development and the strengthening of self confidence. The youngsters should learn how to resist peer pressure and how to take responsibility for the any decisions taken.

Attendance

-The pupil's attendance on the class/study trip is obligatory.

In exceptional cases, when necessary, the written request of exemption from the school trip should be submitted to the school head. With the pupils registration the parents accept the internal school and class/ study trip rules.

Organisation

1. - Group arrangement

-The trips should follow the European spirit. Every group should include pupils from different classes and language sections. Exceptions are in year 2 where they are principally complete classes, although it is recommended that classes from different language sections should be combined (i.e. S2it with S2de).

2. Destinations

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-The EU offers many attractive destinations. The new EU member states are a possible consideration as destinations for year 6 pupils.

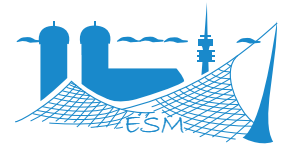
It is recommended that year 2. Pupils visit Germany or Austria.

3. Educational aspect

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Preparation

-The class/study trips are part of the learning process and general school experience. The participants should be actively involved in the preparation and analysis. The teachers that



are not accompanying should be actively involved in the preparation and assist their colleagues in the planning.

Particularly for the study trips a longer preparation-phase is necessary already from the start of the school year.

A) Evaluation included

The trips should subsequently be documented. After the school trip each pupil will receive a questionnaire. The accompanying teacher will write a final report. The pupils' questionnaires will be assessed and included in the evaluation with their final report.

4. Travel time and duration of the school trips

The class/study trip lasts around 5 days. The dates for the 2nd Years will be in the second part of September and for the 6th Years in May. To reduce the costs it is possible that the trips can begin on a Saturday.

The exact date will be printed in the school calendar.

5. Expenses

In year 2 the trip expenses should not exceed 320 euro. In year 6 the upper limit is 525 euro. 10 euro of these expenses will be paid into the solidarity fund. This contribution is adjusted yearly according to the inflation rate (around. 2%-2, 5%). The accompanying teacher's expenses are also included in this total. The total cost must be paid by the parents prior to the start of the class trip. The appropriate bank details will be announced by the school in a separate letter. The deposit (around 50% of the total cost) must be paid within 10 days of receiving the first notification.

After the trip the parents will receive an invoice of the trips expenses. If the surplus is more than 10 euro per pupil, there will be a refund. If the remaining amount is 10 euro or less then the surplus will flow into the solidarity fund of the ESM. A refund of 10 euro or less will only occur if the school receives a request from the parents.

In cases where there is an entitlement of fee reduction, it is possible to be supported by the solidarity fund. A written request should be addressed to the Director of the ESM when the pupil is inscribed for the school trip.

If a pupil withdraws at short notice from the school trip for serious reasons, then the school cannot guarantee an automatic refund of the costs.

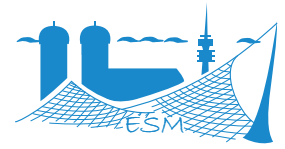
Deposits can only be refunded if it does not cause any additional costs for the other participants.

The school does not take out travel cancellation insurance. This should be done by the responsible teacher. These costs are not included in the trip budget.

There should be a list of the pupils participating and details of the responsible teaching coordinator together with the total costs of the trip given to the school administration. The school will arrange the cost of the trip. (For each destination there will be a special bank account number).

The responsible trip coordinator must ensure that a detailed remittance for the trip is supplied.

According to the decision made at the Educational Council meeting on the 21st April 2010, it was agreed that the Parents should cover all extra costs concerning disruptions in the travel itinerary such as, disturbances in air traffic, other forms of transport or through other unforeseeable circumstances which could arise (e.g. additional overnights, extra board and lodgings and other unexpected costs). The teachers would of course take all efforts to keep these additional costs as low as possible.



6. Accompanying Teachers

The accompanying teachers are responsible of supervising during the school trip. This responsibility can be transferred by the teacher to another responsible adult, i.e. Skiing teacher or host family.

The accompanying teachers must be available at all times during the school trip. Resulting necessary telephone costs will be reimbursed.

-Every group must be accompanied by at least two teachers. The ratio of teachers/pupils should be maximum 1/15, although 1/12 is recommended.

In the case of mixed groups a teacher of both genders must be present. Exceptions to this rule can only be permitted by the school management.

Every group should appoint a contact person to ease communication.

7. Transport

-Distant trips to cities should be made by plane, by train or by bus. A coach should be booked if visiting of the local region is planned.

8. Residence

-Boys and girls will abide in separate rooms. The teacher's rooms must be close to the pupil's rooms.

The pupils can choose how to spend any free time. The options depend on the location. These options should be discussed with the pupils in preparation to the school trip.

It is not permitted for pupils to leave the school group or to leave the accommodation during the night. The teachers have the right to control the pupils' rooms at any time.

All the participants must be punctual and keep at all times to any arrangements, concerning meeting places and during any organised events.

The pupils, with the parent's prior consent, **may** be permitted to spend their free time in small groups without teacher supervision. The teachers will arrange the precise timetable of events taking the pupil's age, the location and especially the local options and venues into account. The pupils may then be permitted to move around in particular areas in small groups of not less than three pupils.

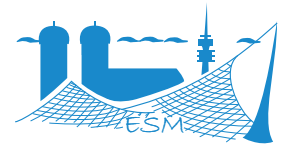
In the evening year 5 pupils and older may be permitted to go out unattended, in small groups... This is only possible when a precise **curfew**, where the pupils **must return** to the residence, is set. Parents, who do not wish their child to go out unattended, should contact the teacher responsible prior to the trip in writing.

At curfew the pupils must return to their rooms and stay there until the next morning.

9. Risk analysis

The teachers coordinator should carry out risk analysis before the details of the trip are determined This should take place in the following steps.

- a. Determination of the risks and dangers involved with groups.(during the trip, at the destination, and during the trip)



- b. Checking that the necessary security measures have been taken...
- c. Assessing if there are further safety precautions to be taken, or if a destination should not be included in the class trips.

The crisis team of the ESM will be informed of the basic information involving the planned class trip and can be consulted concerning security measures.

-Specific activities can only be permitted by the Director. Swimming is only permitted in public swimming pools and beaches where the security procedures have been met. Swimming in rivers and lakes without appropriate lifeguards cannot be permitted.

The staff coordinator must make sure that the teacher is sufficiently trained and is suitable for the sporting activities at the chosen destination. They should have the necessary qualifications and experience required.

At least one of the accompanying teachers must have a valid first-aid certificate. If necessary the school will organise a first-aid course.

An adequate amount of first aid equipment should be taken on the trip. This can be provided by the nurses.

As soon as they have arrived the teachers must make themselves acquainted with the fire rules and inform the pupils of the emergency exits in the building. (All pupils must be informed).

-Every participant must always carry a valid identification card or passport (or a copy of their documents if the originals are being carried by the accompanying teacher.), a list of all the other participants and of all other important information, i.e. hotel, host family and school address, mobile phone numbers (and home telephone numbers where possible). The carrying and use of mobile phones must be arranged and decided between the accompanying teachers and the parents.

-Class/study trips are academic events. The internal school rules apply. The pupils must respect all decisions taken by the teachers responsible. The pupil is not permitted to leave the group and/ or the residence during the night.

-Violence, theft, stealing and aggression of any form will not be tolerated. The teacher responsible and the Director will take any decision concerning the early return of any pupil as a disciplinary measure. The Director will contact the pupil's parents directly.

Furthermore a disciplinary council could be formed to decide on any further consequences. A member of the management team will be available to be contacted by telephone at all times in case the accompanying teachers have to contact the school head.

A representative of the crisis team is always available for questions from the teachers regarding security and safety.

10. Medical Information

-Parents must inform the teacher accompanying of cases where their child requires any medical or pharmaceutical attendance. The pupil and his/her parents are responsible for any necessary medicines or appliances.

-In urgent situations when a pupil must leave the group (i.e. due to illness, injury) a teacher must accompany the pupil until they have been collected by the parents or another adult responsible for the adolescent.

In emergencies the first aid kit contains a few medicaments. In the event of a simple illness, the cost of the medication should be paid by the pupil or the teacher. In this case the parents should refund the money. In an emergency situation the pupil will receive any medical or surgical assistance that is needed and which has been advised by the doctor attending the child. This can mean a blood transfusion, an anesthetic or a surgical incision.

11. **Special instructions**

Every group who goes on a study or class trip must inform the responsible coordinator and the parents with a detailed program of the courses of the travel including information regarding the pedagogical relevance.

For the parents of the years S2 the accompanying teacher must provide, at least one week before the travel, an information evening. For the years S6, a letter containing details of the trip can be sent, instead of an information evening.

The school trip organizers should provide a list of contact details (Mobile phone numbers of the school) and a list with additional important contact information (names and mobile numbers of the accompanying teachers, addresses and telephone contact of the accommodation and the bus firm. Flight and train information for the school management.

All parents must give permission for their child to take part on the trip and also fill in a health questionnaire.

The accompanying teacher should always carry the following documents with him:

- an official list of the pupils with date of birth, and of the teachers accompanying for museum visits and other activities.

- the health questionnaire of the pupils with health information .i.e inoculations an allergies
The parents should supply the health insurance number of the pupil (if they are not insured by Van Breda) and also give a copy of the medical insurance card for foreign travel.

- These rules also apply to pupils that are already 18 years old. In these cases the rules must be signed by the pupil.

12. **Other points**

-Mensa

The school travel coordinator should inform the Mensa of the date of the travel so that less food and drinks are prepared in the pupil's absence.

-Statutory accident insurance

Students are covered by a statutory accident insurance during the class and study trips. Thereafter all activities are covered which are in connection with curricular activities or leisure activities which are under the supervision of a teacher, and which fall under any accountable or organizational area belonging to the ESM. On the contrary, any activity undertaken by the students which are outside of the curricular program or which are attributable to their own personal lives (i.e. food intake, personal care, night rest) are not insured. In this case it would be advisable to use your own personal insurance or a private accident insurance policy.