

FIELD TRIPS POLICY

VISION

Our vision is to be a globally renowned academia fostering excellence in future – ready robust pedagogy and profound learning environment to disseminate values of academics freedom and the spirit of collaboration and innovation. To develop an ethos of entrepreneurship and build ethical future enterprise leaders who add value to society, spearhead in nation building.

MISSION

Our mission is to impart quality value based education of international standard and focus on holistic development of the students imbibing skills for solving real life problems. Along with our clean and green campus – our infrastructure offers homey stay, hygienic food. It's our priority to engage all our staff from ground level to top management as a family to ensure that all students make a smooth transition to our institution and do not feel alone.

OBJECTIVES

1. **Promotion of value education and community service** : to impart values such as resilience, determination, confidence, and creative & critical thinking, to develop good social skills and the ability to form good relationships, to promote participation in community life and fulfilment of civic and social responsibility.
2. **Instilling cultural, linguistic diversity and heritage** : to instil the importance of inclusion within society of different groups and persons with different personal characteristics, the diversity of society, cultural knowledge, various languages, India's cultural values, history and its rich heritage, yoga, Ayurveda and holistic living, to implant cross cultural dexterity.
3. **Cognitive Acceleration Program** : To encourage schema (class preparedness), cognitive conflicts (make the children face challenges and to solve problems in collaboration), social learning, meta cognition (knowing about knowing), bridging (transferability of knowledge), teacher mediation to master learning.
4. **Internationalism and Entrepreneurship**: To promote global citizenship, globalization and sustainable future, physical & psychological health, inter personal skills to enhance employability skills.
5. **Nurturing Leaders**: To instil leadership qualities, to foster the physical, intellectual, technological, social, emotional, and artistic development of the students, develop self-discipline and personal

responsibility, to promote creativity, effective communication, and critical thinking skills, to have a strong student leadership program with active involvement of students of all age groups.

6. **Multi literacy:** To develop the ability to interpret, identify, create and communicate meaning across a variety of visual, oral, musical and alphabetical forms of communication.
7. **Curriculum and learning atmosphere :** To build a curriculum leading to experiential learning and to have multiple curricula, to provide clear learning outcome, detailed instructions and assessment for all courses to ensure course mastery, student success, to offer a dynamic, interactive educational environment that engages students in the learning process, to promote inter-disciplinary learning, to review and update curriculum, instruction, and assessment in a regular cycle.
8. **Assessment practices:** To support every child's individual strength, Self-assessment, Peer assessment, learning how to give feedback.
9. **Teach less and learn more strategy:** To reduce lecturing from podium, to increase quality of education not quantity.
10. **Technology and digitalization:** To use technology to create effective modes and means of instruction and expand access to learning, to educate the students in futuristic technologies, to have robust digital infrastructure.
11. **Safe campus:** To be a residential school of international standard providing safety and security, in a healthy and hygienic atmosphere.
12. **Community partnership:** Cultivating the educational partnership among home, school, and community, nurturing a culture of collaboration, collegiality, and mutual respect
13. **Professional Development:** Implementing professional development for the staff that is essential for effective instruction and improved student learning.
14. **CORE VALUES (SPIRIT OF PSSEMRS)**
 1. **Metacognition** –
 - a) Knowing about knowing
 - b) Learn until perfection is achieved.
 2. **Growth mindset**
 - a) Understand that we are continually learning

- b) Helping each other learn and succeed
- c) Healthy competition.

3. Pursuit of excellence

- a) Resilience in every action
- b) Greatest involvement to pioneer
- c) Act with responsibility and compassion

4. Uncompromising integrity

- a) Act with fairness
- b) Maintain transparency
- c) Unyielding integrity

FIELD TRIPS POLICY

Objective: to provide students with experiences to enhance learning and citizenship

Policy statement: PSSEMR School believes that field trips and experiences enhance learning and personal development.

Policy/procedures:

PRO/Safety Officer/Trip In-charge shall may plan field trips for four purposes:

- To support curricular learning
- To support citizenship and personal growth – service trips
- To provide adventure, cultural and recreational experiences
- To participate in organization events i.e.: round square, robotics, MUN etc.

Curricular trips may be planned during instructional hours however there must be evidence of some curricular connections. There should be some follow-up assignments or activity.

Citizenship trips may be planned during instructional time but this is not encouraged. Service trips would best be planned for weekends or holidays.

Adventure/cultural/recreational trips should where possible take place outside of instructional time, otherwise trips may span instructional time and weekends.

Organizational events: may be planned during instructional time as required by the organization, however planning must comply with the 'field trip' policy and comply with event calendar.

Planning requirements

1. Trip In-Charge/Safety officer/PRO must get approval from the principal prior to announcing any trip. This should ideally happen at the beginning of the year/term. Trips will not be considered on short notice. It should conform with the event calendar and must include :
 - ✓ Rational and curricular connections
 - ✓ Supervision and risk analysis
 - ✓ Follow-up assignments if any
 - ✓ Vendors being considered
 - ✓ Costing per pupil
 - ✓ Proposed dates
 - ✓ Clear outline of student conduct must be signed by students and parents (general contract can be provided)
 - ✓ NOC and indemnity.
 - ✓ Overnight trips out of the country must have school Chairman's approval

2. **Supervision:**
 - ✓ High risk trips 1:10 (escort/student)
 - ✓ Lower risk trip 1:15 (defined as no physical threat of injury, trip to library, science center, zoo)
 - ✓ Where the trip is co-ed there must be a female and male escort
 - ✓ All escorts must be employees of the school and must have clean record with respect to their conformance with school policies.
 - ✓ Parents may be used as escorts providing the teachers and principals approve and parents can provide the police verification report of themselves.
 - ✓ Generally parents should not attend school trips unless extra supervision is required and invitation is made by the school.

3. **Transportation and Vendors:**
 - The vendor must have done similar trips before and should have testimonials regarding the quality of their work.
 - The vendor must show consistency in quality of delivery and provide reference numbers of other schools who they have worked with. Organizers are required to check these references.
 - There should be a comprehensive personal accident and liability insurance policy which each vendor will provide specific to each trip.
 - The school should also provide personal accident coverage to each student as a matter of course, covering accidents both in school and during midterm trips.
 - The supervisors will carry up-to-date medical forms which include parents contact information, doctors name and contact, insurance numbers and medications and medical conditions.
 - Vehicles to be used for transporting the school students, especially into the mountains e.g. of Uttarakhand/Himachal Pradesh, should be selected and inspected and have current safety certification. Pickup and drop point for all trips should be the campus. The use of local transport in the hills is NOT PERMITTED.
 - Where seatbelts are available they are to be worn.
 - When in the mountains care should be taken that all vehicular movement should be restricted to daylight hours.
 - The school should keep in mind the selection of escort teachers keeping the type of trip, the terrain, the age group of the school students etc. Within the escort teachers', responsibility for

the conduct of the trip must rest with one single teacher/individual who would be the designated leader of the group.

- For higher risk trips the student: supervisor ratio is to be 10:1.
- All communication inward/outward of the group will be through one of the designated School escorts both concerning the School administration and the Parent community. This information may be shared with the Parent group concerned. The broadcast to School and the Parent community could be at the beginning or end of the day, that all the students are well and safe.
- This should be established as a standard practice so that the incoming calls either become nil or negligible. Parents must not be encouraged to call the teacher escorts unless it is an absolute emergency.
- There will be 2 persons in School – one from administration and Manager (Security & Transport) – who will coordinate all matters with the travelling group.
- The leader of the group will check all safety norms from the time the trip starts at school campus till it ends at the school campus, covering - travel, boarding and lodging.
- Payment for the mid-term trip to the vendor should normally be based on 50:50 with 50% of the value of the order to be placed prior to the trip and 50% of the value of the order to be paid within 15 days of the end of the trip.
- Any discrepancy in the deliverables as per the contract must be reported in writing directly by the leader at the offshore venue or through the School, whichever is the case may be, as and when it is known, so that immediate remedial action may be taken. Also, it is expected that the School leader of the tour/trip will submit a report confirming fulfilment of the contract and all its conditions, within three working days of the completion of the trip. The balance 50% payment will be paid only after receiving the report.
- It is always advisable the vehicles used for such trips should be parked in the school premises a minimum of eight hours prior to the commencement of the trip. In this manner it will be assured that the driver is rested prior to the start of journey.
- In case multiple vehicles are used for journeys or part thereof, every vehicle used to transport school students during a tour/trip must have a valid safety certificate and have an escort teacher from the school on board.
- Escorting of the School group must be done by a representative of the vendor who is an experienced individual and has done the task of escorting School groups.
- When planning and designing the tour/trip care should be taken to give adequate time between points on the route so that the vehicles travel at a safe speed.
- Care should also be taken to have full knowledge of nearby hospitals and availability of medical assistance including their hours of operation.
- Care should also be taken, and data collected of known people in the area who could be of assistance in an emergency.
- The school administration and security department should have all relevant documents pertaining to the trip including the route map, the itinerary, phone numbers of all the people accompanying, list of students taking the trip, the name and number of the parents of the students taking the trip, numbers of education department, district commissioners, embassy, ministry of child welfare, various child rights organizations, non-government organizations in the field of education and health, all documents related to clearances obtained from school managements, DHO, BEO, DC etc., bank account details of all the escorts ,students, parents, etc.
- A first-aid kit must accompany every vehicle being used in the journey.
- Vehicles used must be checked for Permits, original Driving License, speed governors, NOC from RTO etc.
- Meeting Sustainability norms – Effort should be made for outdoor sites to meet sustainability norms.

- Every vendor would need to provide the School with their standard operating procedures (SOP's) for the tour/trip/excursion

Additional Guidelines to students

- Payment must be made 20 days prior to the date of departure for visit within the country. In case of international visits, the students shall submit copy of their Passport and all other necessary documents for VISA processing well within the stipulated time. Defining the time frame for this process is difficult as the VISA process differs from country to country.
- Students must comply with discipline and student code of conduct policy of the school during the entire trip.
- Students must follow all lawful instructions given by the escort/safety officer/trip in-charge/other teachers with regards to safety and wellbeing of students during the entire trip.
- **Don't get reckless on the bus.** You don't want your day to end early, do you? Misbehavior on the bus can get you into trouble and ruin your day. You could end up sitting on the bus while the others enjoy the destination.
- **Don't wander off.** Listen carefully when the teacher gives instructions about sticking with the group or sticking with an assigned partner even when going to the restroom. Don't ever wander off on your own, or your trip could end badly. If you break this rule, you could end up with the teacher as your partner!
- **Respect the chaperones.** You should respect any chaperones and listen to them as you would your own teacher or parents. Chaperones have a big responsibility, watching after so many students at one time. They can't afford to give too much attention to one "squeaky wheel," so they will probably be intolerant to distractions. Don't be disruptive.
- **Respect nature.** Some field trips will take you into contact with animals or plants. For your own safety, be mindful of potential dangers and don't assume you can tug, pull, tease, or touch things safely.
- **Don't roughhouse.** You may visit a factory containing equipment with moving parts, or a museum with rooms full of pottery and glass, or a riverside with fast-running water. Kids don't always think about the dangers that come with certain places, so think about the potential hazards before you go, and remember not to push or pull on friends.
- **Keep an eye on the clock.** If you are supposed to meet your group for lunch or for loading onto the bus, you should keep an eye on the time. You don't want to miss lunch, and you surely don't want to be left behind.
- **Arrive in plenty of time** to get on the bus. You don't want to miss the fun day because you ran into heavy traffic. Plan ahead and leave early.
- **Eat and drink in designated places.** Don't assume you can buy a soda from a machine and drink it anywhere. Your destination site might have strict limitations when it comes to drinking or eating on site.
- **Dress for hot and cold.** If it's a warm day, it could be really cold inside a building. If it's cold outside, it could be steamy inside! Try to dress in layers so you can add and subtract as necessary.
- **Don't litter.** You can be banned from some locations for this. Don't be sent back to the bus!
- **Bring comfort items for the ride.** If you are facing a long bus ride, ask if you can bring a pillow or small cover for comfort.
- **Bring along a small recording device** or a notebook because you know there will be a follow-up assignment or quiz.
- **Pay attention to any speakers.** If your teacher has arranged a speaker, and if a speaker takes time out of his/her day to share wisdom with you, don't ignore it! This trip is for your education. Oh — and there probably will be a quiz.

General Guidelines (SOP)

- Must be relevant to the objective, curriculum and grade level
- Visit the site
- Teach the behavior - field trip
- Chaperons & chaperon training
- Bus drivers
- Create a data collection device
- Never leave students alone
- Run a closure
- Thank you notes

Before the trip

- Establish the educational purposes of the trip. Write educational goals. The activities and content examined during the field trip must be relevant and connected to outcomes and objectives in the curriculum. Field trips can certainly be entertaining, but if entertainment is the only outcome, the trip in-charge must rethink the trip with respect to the use of time and other resources that are both limited and precious.
- Take the trip yourself before you take students there. You are to be the guide, therefore, you need to know what kids will be experiencing. A pre visit will help you understand what to expect, and what to avoid. If you can't, then study background information for the visit. You need to acquire valuable knowledge for the visit and for instructional activities after the visit.
- Select a date.
- Verify date and time with authority at the destination.
- Determination the costs and who will pay. Determine any arrangements for transportation and if the costs will be covered by the administration or other sources need to be found.
- Obtain administrative permission. In writing if necessary from your administration for the activity.
- Record date on School calendar and notify the Mess
- Make arrangements for transportation.
- Contact the, on site in-charge, or a person who can help coordinate the visit. They may have different tours available and you may request a packet of information from them to learn more about what is available. Those materials could include a map of the site, buildings, rules, highlights, if guided tours are available, and if so, then make sure the docent knows the goals for your trip.
- Make arrangements for the visit: time to leave, schedule, activities and special materials.
- You must teach the behavior needed for the field trip to be successful. This is the most important variable for a success trip .Make a list of behaviors students should know and do while on the field trip. Include a list of bus rules from the bus company. Also get a list of rules for where you will visit (e.g. art gallery, zoo, museum rules and policies) and include those as you teach, model, and practice behaviors with the students before the trip. This helps everyone to know what is expected and helps for a successful experience. Remind everyone students, chaperons, bus drivers, that you all are representing your school. Specify verbally to students and in writing to students and parents your expectations and requirements for making this trip successful.
- Make arrangements for lunch and restroom facilities. Always notify in advance of your visit any food establishment where you plan to take students. Even fast food restaurants can make your visit more enjoyable if they know how to plan their staffing.
- If your plans involve outside events, picnics or time in a park, develop an alternate plan for bad weather.
- Prepare a letter to send to parents. Consider the following information:
 - ✓ What is going to occur?
 - ✓ What schedule will be used?

- ✓ What are the costs for the parents?
 - ✓ What students need to bring?
 - ✓ What students need to wear?
 - ✓ What type of transportation will be used? Bus? Parent driven vehicles?
 - ✓ What type of chaperon is needed?
 - ✓ How will lunch be handled?
 - ✓ When students leave and return.
- Prepare a Parent permission form for them to sign and return. You must obtain signed permission forms from care givers (parents or guardians) for each student who is taking the trip. Make sure the permission slip, includes the date of the trip, time leaving and returning, and costs. The permission form should also be a medical release form allowing you to get medical assistance for a student who may become ill or injured during the trip. This is of particular importance if you are taking an extended trip (overnight or beyond) or if you are taking students out of the immediate vicinity.
 - If parents are to drive, make sure that a photocopy of their driver's license and current proof of insurance are on file in the school office.
 - Select adequate numbers of sponsors and meet with them to explain the goals of the trip and their responsibilities. It is often recommended to have one adult chaperon for every 10 to 15 students. Chaperoned should be provided training before the trip, which should include the duties and the responsibilities of chaperoning students. It should be made clear to chaperons what school policies are for students and they will be required to adhere to them also. For example: dress appropriately for the event, use appropriate language and behavior, use of alcohol, tobacco, other substances which are off limits to students, and what to do in the event of an emergency. The use of cell phones makes field trips a bit easier to supervise on site. However, keep in mind that certain places such as art galleries, museums, concert halls, and hospitals do not allow or restrict the use of cell phones. Restricting of cell phones in mountains and cliffs should be mandatory.
 - Make attendance sheets for the trip so you always know if everyone is present. You would not want to leave someone behind.
 - Discuss the field trip. What will students learn? What things in particular do we want to observe? What questions do we want to ask the guide? This preparation will help the students be more observant and guide their research during the field trip. Chances are good that some students will be taken to places they have been before. The first-grader has been to the supermarket a hundred times with their parents. Most of them have seen trains, been to the airport, been to the zoo, and all have been to a gas marts and convenience stores. Why, then, should the school take children to such places on field trips? The answer is in your goals. And the better prepared students are to observe and collect data the more likely they will achieve the goals, by looking for things they would not otherwise see.

The day before the trip

- Set or review the standards of conduct for the trip. Through discussion, the point can be made that each student is a representative of their school and that persons in other communities may make judgments about the entire community based on their actions. Rehearse behaviors and role play confusing situations. Establish a signal for gathering and attention.
- Double check with the principal, bus personnel, mess, and check to see if all permission slips are in, office reports completed, and chaperons confirmed.
- A final comment related to bus drivers. It is important all participants on the trip treat the bus driver(s) with courtesy and respect. You will have to remind students and chaperons of the need to regard the feelings and obey the directions of the drivers. Remember, safety is foremost in the mind of the drivers, but they also have responsibilities for the care and maintenance of the

bus. Obtain a copy of any bus or bus driver rules beforehand, review all rules for all those participating on the trip and speak directly to your students and chaperons about them.

The trip

- Provide students with a data collection activity so they are engaged in a meaningful examination and interaction while on-site. This activity could be a note-taking framework and/or questions to answer and/or items to examine. In the case of a museum visit, it could be a scavenger hunt with questions to answer on items or exhibits in the museum.
- Review the rules, give groups color coded name tags, bracelets or all wear one color of shirts. Take a supply bag containing: first aid kit, photography supplies, trash bags.
- Take roll before leaving the school grounds and count noses frequently. With young children it is a good idea to place them in pairs.
- Enforce rules immediately and consistently.
- Arrive at the destination on time and have the students ready for the guide on time. Be sure to introduce the guide to the class. Position supervisors through the group: at least one in front, middle and back. Keep students on track to prevent accidents or injury. Before leaving check again to make sure all children are with the group.
- Make sure that time is organized so there is sufficient time for students' to ask questions and receive answers from their observations or their guides.
- Make sure all students can see, hear and are actively involved.
- Monitor and assist students with the collection of the preassigned information.
- If possible and permitted by the bus driver, you could hold a closure discussion on the bus ride home. This would make use of some of the time on the ride home and also solidify the information in the students' minds by immediately addressing the information and avoiding the problems created when too much time passes between the event and the closure.

After the trip

- When you return, conduct a closure activity on the field trip by asking students to explain why, where, how, and what was accomplished during their outing.
- Send thank you notes from the class and the teacher to the chaperons, bus driver(s), staff where visited, and the bus company. Even if the buses are owned by your school, you should still thank and commend the drivers for their contributions to the success of your event. In the primary grades, the students might dictate a letter to the teacher who writes it displayed for students to see, edit, and approve. Individual students may copy the letter and one may be selected to be sent or, in some cases, they may all be sent.
- Assess if the goals of the trip have been achieved.
- Assess the conduct of the class in terms of the standards set up before the trip. Discuss whether they listened attentively, stayed in a group, observed habits of courtesy. This assessment should always include favorable reaction as well as ways in which they might improve on subsequent trips. A list might be made of these suggestions for improvement and saved for review just before the next trip is undertaken.
- Utilize opportunities to draw upon data and experiences from the field trip in other subjects taught in the classroom.

Behaviour during School Activities/Field Trips/Exchanges (as read in student code of conduct policy)

Students are expected to conduct themselves in a respectful and responsible manner during school activities, programs and field trips. Wandering, unauthorized visits to places, frequent movement during a programme, disrespecting the Guest etc. are prohibited. Behavioural expectations are consistent with school policies.

Possible Consequences: Staff/student conference, removal from activity, referral to the section head, parent/guardian notification, exclusion from future activities, cash penalties/fine.

FIELD TRIP PLANNING AND PERMISSION FORM

Destination	
Proposed Dates	
Rational and curricular links	
Class	Number of students
Number of male	Number of female
Type of Trip <input type="checkbox"/> High risk Trip (1 :10) <input type="checkbox"/> Low risk Trip (1:15) <input type="checkbox"/> Co-ed Trip <input type="checkbox"/> International Trip <input type="checkbox"/> Trip where parents allowed	
Names of escorts 	
Names of chaperons with details of locations 	
Details of vendors 1) Transportation 2) Hotel 3) Restaurants 4) Airline and VISA 5) Tour guide and park entries 6) City tour tickets 7) General Insurance/Medical Insurance 8) Any others	
Costing (Attach a detailed budget)	Tour Itinerary (Attach a detailed report)
Cost per child including escorts	
Vehicle numbers/ Driver details, Air flight/ship and train/bus ticket details (attach a detailed report)	
Have you obtained business license/vehicle license and other statutory clearances of all vendors? (Yes/No)	
One point of contact for the entire trip (before, during and after the trip)	

Point of contact in the school when children are touring	
Have you obtained NOC and indemnity from all parents? Attach all NOC and indemnity form	
Have you informed BEO, DHO, DC of all the districts in India where the tour/transit is undertaken. If international tour, have you informed the Indian Embassy and ministry of education of the country of visit? Attach all mails and acknowledgements from all the competent authorities.	
Attach list of nearby hospitals and police stations throughout the journey and at various destinations with their telephone and mobile numbers.	
Numbers of civil defence and ambulance throughout the journey at various destination. Attach details	
Number of first-aid kits required	
Attach the list of parent contact numbers	
Attach the photocopies of student ID card, aadhar card, passport, VISA, insurance, medical certificate, vaccine certificate etc.	
Indicate the bank account operated throughout the trip that will be shared with the parents	
Attach the list of things students need to bring during the trip	
Attach an attendance sheet/book to be used throughout the trip	
Have you briefed students about data collection, code of conduct and behavioral expectation, note in the diary etc.	
Safety considerations	
Name of the Trip in-charge	
Signature of the trip in-charge	
Signature of the principal	
Signature of Dean	
Signature of Chairman	

FIELD TRIP REPORT

Destination	
Date of departure :	Date of arrival :
Describe learning outcome of the excursion (attach a detailed report)	
Attach a report on compliance of daily itinerary	
Attach a report on your feedback about transportation (Bus/Cab/Flight/Train/Ship), food, accommodation.	
Incident/Accident details	
Date of the incident (attach photos, if taken)	
Location	
Description of the incident (attach a report if the report is long)	
People involved (attach a list if necessary)	
Any injury or loss of life	
Police case number (if case registered)	
Police officer's name and contact details	
Any property damaged?	
Nature and extent of damage	
Witness details	
Was first-aid given in case of injury? Who administered the first-aid? Provide details of the ambulance and the hospital	
Attach student essays with pictures along with this report.	
Any suggestion and feedback from parents? (attach a report)	
Suggestion/feedback of the trip in-charge and the escorts (attach a report)	
Signature of the trip in-charge	
Signature of the Principal	
Signature of the Dean	

This policy will be reviewed as per the review policy