Educational Visits and Events Policy

Policy First Issued on	**1st September 2024**
Next Policy Review Date	1st September 2025
Policy Amended	
Lead Professional	Janine Johnston
Signature	
Date	1st September 2024

Muna British Academy Educational Visits and Events Policy

1. Purpose

At Muna British Academy, we believe educational visits and events are an essential part of our curriculum and that all students should have the opportunity to develop their independence, investigative skills and curiosity about the world. We provide a diverse range of visits for educational value and the overall enrichment of our students.

2. Aims

Through this policy we aim to:

- To ensure visits and events are evenly distributed across a year
- To ensure visits are planned appropriately with the student's best interests in mind
- To provide guidance to all involved in planning and running trips
- To provide parents/guardians with clear guidance on the school's rational for visits and the systems in place
- To ensure costs of trips are monitored and carefully considered

3. Procedures

3.1 Approval

- Heads of Year/Subject obtain prior approval, via the booking form, from the Principal and Assistant Principal in Term 3 for visits in the next academic year.
- Three visits per year group will be a general expectation.
- Heads of Year/Subject provide a clear context and rational for each visit including a learning focus, links to curriculum/learning and approximate dates and costings.
- Principal and Assistant Principal ensure costs are within stated guidelines.

3.2 Communication

- A programme of visits is included in the 'Curriculum Booklet' which parents/guardians receive electronically and as a hard copy in the September of each academic year.
- The programme includes information on year group visits and further enrichment visits applicable to the relevant phase/group of students.
- Two weeks prior to the visit parents/guardians will be asked to provide written permission and payment to the Finance department.
- Where appropriate parents may be invited to support in the running of trips.

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4. Costing

- Predicted costs per academic year for year group visits will be expected to fall with 300-500 AED however expectations may be made if deemed appropriate. Residential visits will be at a higher rate.
- Further educational visits such as sporting, musical, arts and so on which include a cost will be considered on an individual basis on a selection basis and may fall outside of the above approved budget
- Support for parents/guardians for visits which include larger costs may be split into multiple payments at the discretion of the Principal.

5. In school events

- All key school events will be communicated in the 'Curriculum Booklet' for each year group providing parents with information on date, time and theme.
- Where appropriate year groups may invite parents in for children to showcase their learning for example 'a living museum' at the end of a topic.
- Whole school events such as the Spring Fayre and family Iftar's take place annually helping create a strong sense of community.
- Each year group presents an assembly once a year showcasing their learning.
- Year 3-6 perform a production once a year.
- Parent 'Drop-in's take place monthly in various forms providing parents with opportunity to meet with the Senior Leadership team and view their child's books in class.

6. Extra-curricular whole school visits

- At times throughout the year there may be opportunities for students to attend optional extra-currcular visits. Such visits will provide students with experiences that are not usually available within the school setting such as special sporting events, musical performances.

7. Health and Safety

- The school follows ALDAR's framework and polices for ensuring the health and safety of all students and staff.
- The school follows a robust risk assessment which is approved by ADEK prior to an educational visit taking place.
- The adult to student ratio is inline with ADEK requirements.

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