



SREENIDHI
INTERNATIONAL SCHOOL
KINDLE THE LIGHT WITHIN

FIELD TRIP AND TRAVEL POLICY

Approved By : Sreenidhi Board of Directors

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1. SREENIDHI INTERNATIONAL SCHOOL MISSION AND VISION STATEMENT

Vision

To create internationally minded, socially responsible global citizens.

Mission

Sreenidhi International School cultivates an intellectually challenging environment through holistic and impactful learning, fostering innovation, diversity and student voice, choice and ownership of learning to create internationally minded individuals.

Guiding Statements

- a safe, supportive and legally compliant environment which encourages respect, responsibility, tolerance and compassion.
- a high-quality education that promotes the pursuit of academic excellence, innovation, ethical perspectives and lifelong learning.
- education to be a shared partnership of mutual cooperation amongst all members of the school community.
- an environment of cultural diversity that enhances our school community as well as our understanding of the world.
- a continuum of IB curriculum that is comprehensive to prepare students for the future.
- the ability to demonstrate international-mindedness and attributes of the IB Learner Profile.
- behaviour standards that promote a respectful and responsible school environment.
- an inclusiveness in holistic opportunities dependent on the school resources and availability.
- an understanding of a collective responsibility towards society.
- a commitment to enshrine agency across the community.

IB Mission Statement:

The IB aims to develop inquiring, knowledgeable, caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

2. PURPOSE

The purpose of this policy is to define the process and parameters for Sreenidhi International School student field trips, which support a vital part of the curriculum and activities of the school. Field trips that are properly planned, well-conducted, and carefully supervised, may include academic, athletic, arts, club and service activities.

The policy provides guidelines for the safety and security of students, teachers and chaperones attending field trips; and allows teachers to plan learning opportunities for, and to maintain control of, their students.

GENERAL STATEMENT OF POLICY

The school supports and will approve field trips or travel for students beyond the classroom to augment experiential learning opportunities in areas of excellence, providing there is proper planning, organization and careful supervision. Objectives for field trips or travel should align with curricular planning and faculty educational competencies. Students participating in approved field trips or travel will be expected to submit assignments in advance and/or make up for missed classes or work. Field trips or travel require parents' or guardians' authorization. This policy is in effect whether or not school is in session.

Process and Procedures

Requests for a field trip or travel will only be approved by the respective Programme Coordinator after taking into consideration the field trip budget, value of experiential learning to the unit curricular learning objectives, risk assessment, anticipated costs, chaperone availability and suitability, safety and security of attendees, and number of field trip requests made by the teacher in the academic year. The Head of School (HoS) must approve all overnight field trips after consideration of the above factors, in addition to total cost of the field trip inclusive of estimated chaperone expenses, and approval of the respective Principal.

For field trips, the school will cover all transport costs within Hyderabad or 1.5 hours' drive from school, packed lunch and/or snacks, and participation fees up to Rs. 250/- per student.

For overnight field trips, parents must pay the full field trip cost, including chaperone expenditures, calculated as estimated expenses for all accompanying chaperones, which are apportioned equally among all student attendees.

The principal is responsible for budgeting for anticipated field trips each year for all grades and teachers, which must be approved by the Executive Board. The Manager Operations is responsible for the budget for actual transport and associated culinary costs for anticipated field trips, as submitted by the Principal, which must be approved by the Executive Board.

General:

- Teachers must complete a Risk Assessment before requesting approval for a field trip at least one week in advance of the departure date.
- Permission forms, seeking authorization for student participation, and stating the purpose of the field trip with curriculum link, date, time,

location, and fee if required, must be sent to parents or guardians at least one week in advance only after receiving approval for the field trip from the Coordinator / Principal.

- Original signed permission forms shall be kept by the Coordinator / Principal, with a copy taken by the teacher on the field trip.
- Recommended teacher:student ratios for field trips are:
 - a. EYP1 to PYP2 is 1:5
 - b. PYP3 to PYP5 is 1:8
 - c. MYP1 to MYP3 is 1:8
 - d. MYP4 to DP2 is 1:10

- All co-ed field trips shall include at least one male and one female chaperone.
- A field trip Lead Chaperone shall be identified as the person responsible for:
 - a. submission of the field trip risk assessment and approval request
 - b. permission form sent to, and collected from, parents after signing
 - c. fees if required
 - d. First Aid kit and fully charged mobile phone
 - e. submission of all field trip expense receipts.

- The field trip Lead Chaperone shall collect a First Aid kit from the Infirmary and ensure a fully charged operational mobile phone is taken on the field trip.
- The field trip Lead Chaperone may apply to Accounts, one week in advance, for sufficient petty cash to be used in case of emergencies, and collect funds before departure, returning said funds to Accounts, with expense receipts for any funds disbursed, immediately after return to school.
- The school will not accept responsibility for any cash or valuables sent with students on a field trip.
- In extraordinary circumstances, the HoS may approve field trips with a shorter application time frame or vary the teacher:student ratios for a field trip.
- Information and requisitions must be submitted to the Operations Manager and Operations Coordinator via email at least 10 days in advance.

3. OVERNIGHT FIELD TRIPS / INTERNATIONAL FIELD TRIPS:

To augment experiential learning, character-building and international-mindedness at Sreenidhi International School, PYP3 to DP2 students may be offered an opportunity to attend overnight field trips within the State of Telangana, in India or internationally.

- Overnight field trips within Telangana must receive approval at least two weeks in advance, out-of-state within India field trips at least three weeks in advance, and out-of-country field trips at least one month in advance.

- Permission forms, seeking authorization for student participation, and stating the purpose of the overnight in-state, within-India or international field trip with curriculum link, date, time, location, and all field trip costs, including allocated chaperone expenditures, must be sent to parents or guardians at least two weeks in advance for in-state, at least three weeks for out-of-state, and at least one month in advance for international field trips, only after receiving approval for the field trip from the respective Principal and Head of School.
- Original signed permission forms shall be kept by the Coordinator / Senior School Principal, with a copy taken by the Lead Chaperone on the field trip.
- Ultimate responsibility to ensure Passport validity or obtain a travel Visa rests with the parents for all International field trips.
- Students and parents or guardians are required to read, sign and submit the Sreenidhi Overnight Field Trip Liability Form and notarized Power of Attorney, granting faculty chaperones *in loco parentis* permission to act on their behalf in all matters concerning the student, while attending the overnight field trip.
- Permission forms shall include the emergency mobile numbers for parents or guardians; any medications the student is required to take stating dosage and frequency; any medications/foods/environmental allergies; and other medical information necessary to ensure the student's safety while on the field trip.
- Students attending overnight field trips must complete the Planned Absence Form at least one week in advance to allow their teachers sufficient time to schedule changes or adjustments, or to request assignments in advance.

4. LOCAL FIELD TRIPS

It is the intention of the School and Programme Coordinator to offer EYP, PYP, MYP, CP and DP students opportunities to participate in local experiential field trips throughout the year. To ensure the safety and security of all attendees, the School requires:

- A physical check of the intended location by an approved member of staff to capably assess any potential dangers or concerns and plan for compensating actions, which are reported on the Risk assessment Form for each field trip.
- One week notice period is needed by the Administration to plan for transport, food, health and safety concerns, and prepare Gate Passes.

5. CATEGORIZATION OF FIELD TRIPS:

- Local field trips begin and are completed the same day at a local location.
- Overnight Trips within the state begun and completed on different days.
- Field trips for co-curricular activities, athletic league games or tournaments, and KMRF service activities, begun and completed the same day at another school or KMRF village schools, negating the need for a Risk Assessment.
- Student exchange field trip or "Home Stay" travel.

- Original Bills & Receipts should be submitted. Online photos of receipts will not be accepted.

