

INTERNAL RULES FOR ALL SCHOOL AND CLASS TRIPS

Foreword

Class and study trips are an integral part of the educational work of the ESF and are in line with the fundamental values of the European Schools: freedom, equality, respect, tolerance and solidarity. They serve to educate, to practice social competences and to gain new and valuable experiences. They are a good opportunity for students to get to know each other and their teachers in different situations and roles outside normal school life. These trips are not recreational in purpose, but are designed to provide a challenging and varied programme.

1. Attendance

Taking part in year 2, 4 and year 6 class trips is compulsory for all students. In exceptional cases, a written request of exemption from the school trip can be submitted to the school management. In case of sickness a doctor's certificate is absolutely necessary. Students, who are exempted from trips for well-grounded reasons, will have to attend regular school. The various additional trips are also closely related to the curriculum and are often compulsory. Therefore, the organizing teachers expect an active and willing participation from the students. Students may be excluded from trips if they have too many absences or if their behaviour does not allow participation.

2. Organisation

2.1. Composition of the groups:

If possible, study/class trips should have a European focus. In principal, classes from different language sections should be combined. The study trips in year S6 aim to offer students the widest possible choice for their destination. For organisational and educational reasons, the teachers and the director will put together the final groups. Students cannot insist on a particular destination.

2.2. Travel time and duration of school trips:

The class trips can last from one day to one week. To reduce the costs, trips may start or end on a weekend or a bank holiday. The exact dates will be announced in the school calendar and if possible will be set already at the beginning of the school year. Trips, which are registered too late or cause problems in the regular classroom routine, unfortunately cannot be carried out.

2.3. Expenses and Billing

The trip expenses should not exceed 350 EURO. In year 6 the upper limit is 600 EURO. This amount is annually adjusted to the official inflation rate. The accompanying teacher's expenses are included in these amounts. For all other trips, it should be taken into account that there are many additional trips in the ESF and lower-cost deals must be given preference. Prior to any multi-day trip, an approximate budget must be set up and discussed with the director.

Parents must transfer the total amount to a specific bank account prior to the class trip. For administrative reasons, the total amount is often due by an early deadline. Any cancellation fees will be charged.

If requested, the school will produce confirmation of the cost of the trip.

2.4. Withdrawal from a trip, strike or disturbance on the itinerary:

If a student withdraws at short notice from the school trip for serious reasons, then the school cannot guarantee an automatic reimbursement of the expenses. Deposits can only be refunded if they do not cause any additional costs for the other participants.

In general, the school does **not** take out travel cancellation insurances.

The parents are obliged to cover for all extra costs concerning disruptions in the travel itinerary such as disturbances in air traffic, strikes or other unforeseeable circumstances. The teachers will endeavour to keep these additional costs as low as possible. The school reserves the right to cancel a school trip on short notice in justified cases (i.e. security concerns). The parents will then receive a refund of the travel expenses after the deduction of cancellation fees.

3. Accompanying teachers

Each group is accompanied by at least two teachers, one of which is the responsible guide. The teacher/student ratio should be 1 to 15. If necessary, this ratio may be lowered in consultation with the Director. All accompanying teachers are responsible for supervising the students. This responsibility can be transferred by the teacher to another responsible adult, i.e. to a skiing instructor or to a host family member. The accompanying teachers must be available at all times during the school trip.

4. Stay

Boys and girls are accommodated in separate rooms. The teacher's rooms should be located close to the students' rooms. The students are usually given free time to spend in groups of at least three (3) persons. No student is to return to the accommodation facilities later than 22:00 p.m. In principle, the rules of the accommodation facilities must be observed (keeping quiet at night, setting the table, etc.). The teachers have the right to control the students' rooms at any time.

5. Security

Before the trip, a **risk analysis** should be carried out to assess potential hazards regarding travel, accommodation or activities and to take appropriate safety measures (bicycle helmets, supply of drinks, etc.).

Specific activities can only be approved by the Director. Swimming is only permitted in public swimming pools or public beaches where the security procedures have been met. Swimming anywhere without appropriate lifeguards is not allowed.

Beforehand or upon arrival, the teachers must make themselves acquainted with the fire rules and inform the students of the emergency exits in the building. All students must be informed.

All students must carry a valid identity card or passport with them (or a copy of it) and a list of all participants with mobile numbers, hotel address, home address, school address and a map of places to visit (city, region, etc.).

The director can be reached by phone at all times during the school trip.

6. Rules

Classes and study trips are school events, and thus all the rules of the internal school rules apply:

http://www.esfm.org/fileadmin/downloads/infos/sekundarstufe/Dokumente/Interne_Schulregeln_ESF.pdf

These rules (applicable also for students over 18) must be signed by the students and their parents/guardians prior to departure. The students must respect all decisions taken by the teachers in charge. In disciplinary incidences, the teacher in charge of the excursion/school trip decides together with the school management on appropriate measures regarding the maintenance of health, safety and discipline. One possible measure in case of a very serious incidence may be the student's immediate exclusion from the trip and him/her being sent home. As a result, the Disciplinary Council may be convened to decide on further consequences. Extra rules can be added ad hoc, if considered to be necessary by the accompanying teachers.

7. Medical Information

Parents must inform the teacher if a medical treatment should be necessary for your son/daughter during the school trip. The student and his/her parents are responsible to ensure that any necessary medicines or appliances are carried along. A data sheet with all necessary details will be handed out to the teacher and kept during the trip.

At least one of the accompanying teachers must have first-aid skills (courses are organised by the school). For emergencies, the individually compiled first aid kit by the school nurses contains a few medicines. Teachers are allowed to administer medication to students in exceptional cases, if this is permitted in prior agreement with the parents.

If a student falls ill or is severely injured, he/she will be accompanied by a teacher or a person appointed by the teacher to the doctor or to the hospital. In such a case, the teachers inform parents

as quickly as possible and accompany the student until he/she can be picked up from his/her parents or another appointed person responsible.

If a minor illness occurs, the cost of the medication should be paid by the student or the teacher. In the latter case, the parents must of course reimburse the expenses immediately.

In an emergency situation the student will receive any medical or surgical assistance which is needed and which is recommended by the doctor attending the child. This can mean a blood transfusion, an anaesthetic or a surgical incision.

The parents decide on the need to give the students a copy of the vaccination certificate along on the trip. In any case, a close contact between the parents and the school is desirable.

8. Further Information

All parents must give written permission for their child to take part in the trip and also fill in a health questionnaire for their child (these documents are standard form and are distributed by the school to all people in charge). Information Evenings, to which all parents are invited, take place prior to the trips.

9. Information on Insurance

Students are covered by a statutory accident insurance during the class and study trips. This means that all activities are covered, which are in connection with curricular activities or leisure activities under the supervision of a teacher, and which fall under any accountable or organisational area belonging to the ESF. However, any activities undertaken by the students, which are outside of the curricular programme 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 one's own personal insurance or a private accident insurance policy. Students who are not privately insured need their insurance card, if necessary also a copy of the vaccination certificate.

It is essential that all visits to the doctor or hospital after an accident are reported promptly to the School Nurse. She will inform the Unfallkasse Hessen, which will cover the cost. Private doctor's invoices will not be reimbursed.