



THE ENGLISH COLLEGE
D U B A I

PART OF
iSP
International
Schools
Partnership

TRIPS POLICY **AY 2026/2027**

AIM: (final result we are aiming to achieve):

This policy aims to ensure that all trips available to students have an educational benefit, will have a limited impact upon curriculum time, and will be appropriately assessed for risk to ensure they are as safe as they can be for students.

RATIONALE: (The reason for which this policy has been written)

At The English College, we have a balanced curriculum which has breadth as well as depth. The College has a strong tradition of offering a varied 'alternative curriculum' and these trips have a strong role to play in this tradition. They provide opportunities to enrich students' experiences beyond the curriculum and are an excellent medium to foster good relationships between teachers and students. They also develop students' social skills by providing a forum for interaction between students of different ages and across numerous cultures. Trips should promote a positive attitude towards the College and help to develop relationships with parents.

GUIDELINES: (The principles/instructions/steps of the policy)

All trips at The English College will follow a SOP. This is either the '[Within UAE SOP](#)' or the '[International SOP](#)'.

The online platform (SOP) has clear guidelines to follow from the start of the process through to evaluating the trip afterwards. All trips must be approved by the Year Leader or Head of Faculty and must be submitted to the calendar before May of the previous school year. An additional trip can be added to the calendar in unavoidable circumstances, using the calendar request [form](#) email this to CJ or EDu.

In the academic year prior to the trip

Step 1: Discuss the trip with the Year Leader/Head of Faculty. Have a clear educational rationale for the trip and make the links to the curriculum clear. Also discuss whether the trip lends itself to our new strategic plan: Learn, Thrive and Make a Difference.

Step 2: Submit a calendar request for the trip and wait for confirmation as to whether the trip will run. When deciding whether a trip will run or not, SLT and PLT will consider the following:

- Cover implications
- The extent of learning missed (which year group it is, will be a large factor here e.g. Year 11 -13 should miss very little school, especially in term 2)
- The school calendar
- The viability, relevance and value of the trip
- The cost of the trip
- Repeating participants, e.g. we want to spread the trips out over all year groups and students

In the academic year of the trip

Within The UAE Trip

Step 3: Read the Purpose and Intent section of the SOP and Section A: Procedure and processes.

Step 4: Undertake a Recce and complete sections B and C. Submit the SOP to the reviewer (CJ/EDu) for initial approval.

Step 5: Once initial approval has been obtained, complete the rest of the SOP, following the Procedures and processes checklist and the time frames contained within it.

Step 6: Sign off from the Head of School is required, therefore all sections of the SOP must be completed and can not be edited again. If editing is needed post sign off, the SOP must be signed off again.

Step 7: Final sign off from The Principal is required, therefore all sections of the SOP must be completed and can not be edited again. If editing is needed post sign off, the SOP must be signed off again.

Step 8: CJ/EDu will upload the SOP and all details onto the ISP 360 platform.

Timeframes

The following timeframes must be adhered to when planning trips.

	Trip proposal form to be completed	Trip letter to be sent out	SOP to be completed and submitted to CJ (Primary) and EDu (Secondary)
Day trip in Dubai/UAE	During the previous school year	4 weeks before	2 weeks before
Overnight trip in Dubai/UAE	During the previous school year	8 weeks before	

SLT/PLT can cancel a trip at a very late stage (even the day of the trip) if the Trip Leader has not communicated the trip or organised it to a high enough standard. This is due to safety, if

SLT/PLT are not completely satisfied with the organisation and therefore safety of the trip, the trip will be cancelled. If this then requires refund for the families, this will be charged to the faculty budget of the trip.

Sections contained within the SOP

It is the responsibility of the trip leader to complete all of the sections in the SOP:

Section A: Trip procedures and processes flowchart
Section B: Recce details
Section C: Risk Assessment
Section D: Trip details
Section E: Transport and contingency
Section F: Budget & Insurance
Section G: Letter
Section H: Staff Details
Section I: Student details
Section J: Medical and CP
Section K: Communication
Section L: Behaviour and Expectations
Section M: Evaluation

International Trip

Step 3: Read the Purpose section of the SOP and Section A: Procedure and processes.

Step 4: Host an information evening for families who may be interested in going. This can be via Zoom as it means everyone can attend. Allow the company to sell the trip and be very clear on the cost, deposits are non refundable, if parents need to sort their own visa etc. All of this needs to be in writing too. Set a date to pay the deposit and know the minimum number of students for the trip to run. If the number is not met, this is the only time we will refund the parents. Please note, the deposit must be paid directly to the English College via Schools Buddy and not directly to the company and that all communication must go to EDu/CJ and NH/CJ before being sent.

Step 5: Once initial approval has been obtained, complete the rest of the SOP, following the Procedures and processes flow chart and the time frames contained within it.

	Trip proposal form to be completed	Trip letter to be sent out	SOP to be completed and submitted to CJ (Primary) and EDu (Secondary)
Day trip in Dubai/UAE	During the previous school year	4 weeks before	2 weeks before
Overnight trip in Dubai/UAE	During the previous school year	8 weeks before	
Overnight International trip*	During the previous school year	12 weeks before	

SLT/PLT can cancel a trip at a very late stage (even the day of the trip) if the Trip Leader has not communicated the trip or organised it to a high enough standard. Refunds will need to come from the faculty budget, this is again due to the vital nature of safety, a trip can not go if SLT/PLT are not fully confident that the trip is safe.

Step 6: Complete a Recce. The trip leader is required to visit the location of the trip and activities. (Instructions on completing the recce can be found on the relevant SOP)

Ongoing: Parents need to be updated frequently on the trip, other parent meetings will be required and everything must be followed up in writing e.g. "Parents must obtain a visa for their child and ensure they have a valid passport with at least 6 months validity.

Step 7: Host a final parent information evening, with clear instructions on drop off, pick up, emergency number etc. Parents then need to sign a final consent letter, example [HERE](#)

Sections contained within the SOP

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Section D: Trip details
Section E: Transport and contingency
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Section H: Staff Details
Section I: Student details
Section J: Medical and CP
Section K: Communication

Section L: Behaviour and Expectations**Section M: Evaluation****Staff: Student Ratios**

In order to ensure that trips are as safe as possible, all trips must adhere to a minimum staff:student ratio. These are determined below:

Minimum for all trips:	For all trips there will be a minimum of 1:10. A minimum expectation is 2 staff per trip.
International, residential trips:	For all trips that are international and residential there will be a trip ratio of 1:8. This does not apply to residential trips in the UAE.
Trips with adventurous activities:	Trips involving adventurous activities require two sets of staffing ratios (one from the TPP and one from the school). Adventurous activity ratios will be a minimum of 1:6. TPP staff can be used to meet this ratio. School staff ratios will remain at a minimum of 1:8
Trips with Year 1 children:	For Term 1 the ratio is 1:6 For Terms 2-3 the ratio is 1:8
Trips with FS children:	For FS children the ratio is 1:6

Safeguarding on trips

It is the responsibility of the TL to share the list of students attending the trip with the DSL prior to the trip departure. This will allow the DSL to:

- make suggestions about whether the students should attend the trip or not
- highlight any students who may need different support on the trip
- highlight anything that the TL needs to be made aware of

Whilst on trips, the same safeguarding rules apply as they would in school; the Safeguarding Policy should be followed at all times. Advice should be sought from the DSL prior to the trip, during the planning stage, if the TL foresees any potential safeguarding concerns that would not be covered by the Safeguarding Policy.

Members of staff, either attending the trip or at school, must not make the trip location known on social media whilst students are at the location. Posts can be made on social media to celebrate the trip but they must either;

- Share live updates but not make the location known (either through words or pictures of identifiable landmarks/ names)

Or

- Not share live updates and make the location known when students have already left the location,

If the pick up time for parents is after school or on the weekend, the exact time must be communicated many times before the event and updated to the parents on the day. A parent being late for pick up is unfortunately common, however, a member of staff must stay at the location till the last student has been reunited with their parents. This person is suggested to be the trip leader.

Behaviour on Trips

The Positive Behaviour Policy applies whilst students are on trips. It is the responsibility of the TL to engage in pre-trip briefings with staff, students and parents (where appropriate) to set out the expectations of students and their behaviour whilst on the trip. It is the responsibility of the TL to deal with any instances of behaviour that occur during the trip, to keep accurate records and to seek advice from SLT/PLT upon returning to school. For incidents that are categorised as "higher level" or "very serious" under the Positive Behaviour Policy, the TL should seek advice from the DM immediately, whilst they are on the trip.

For international trips communication must be clear that poor behaviour in the lead up to a trip can cause the child to be removed from the trip and that no refund will be given. This must be in writing and acknowledged by parents when agreeing to the trip. Poor behaviour must also be defined and agreed with AST/TG and CJ/NH.

ISP 360

All trips are required to be uploaded and evaluated on the ISP 360 network. Once the SOP is completed, the trip coordinator for the school CJ/EDu will upload the information onto the system. They may need some support from the TL, however the trip leader does not complete the 360, as it is easier to have one person controlling this system.

Trip Refunds

If a student is unable to attend a trip, or if a parent or guardian cancels the student's place after payment has been made, refunds will only be issued where funds are successfully recovered from third-party providers (such as museums, camps, or transport companies), after deducting any non-refundable deposits or administrative costs. As most trip expenses are paid in advance to secure bookings, The English College cannot guarantee any refund in cases of withdrawal or late cancellation. In the event of a school-initiated cancellation, refunds will be made in accordance with the amounts recoverable from providers. All refunds, where applicable, will be processed within 30 working days of receipt of returned funds.

APPENDICES (Relevant links to other policies or documents)

- Safeguarding Policy
- Positive Behaviour Policy
- [Parent Guidelines for helping on Trips](#) (new)

POLICY REVIEW HISTORY:

This policy will be monitored, evaluated and reviewed by the Senior Leadership Team, approved by the Principal

Historical Record				
Revision No.	Date	Brief Description of Change	Approved by	Next Review:
1	10/05/2022	Reviewed and safeguarding detail added	WSLT	10/05/2023
2	24/06/2023	Reviewed and updated	WSLT	06/2024
3	12/08/24	Reviewed and updated	WSLT	06/2025
4	8/06/25	Removal of DSi and new processes using Schools Buddy.	WSLT	08/2026
5	30/03/26	Changed names of people responsible for uploading SOP to the 360 ISP portal. Added parent guidelines for helping on trips - appendices	WSLT	08/2027
6	01/07/2026	Updated	WSLT	July 2027