



**DEPARTMENT:
STUDENT AFFAIRS**

PROCEDURE

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Rev. No. - 02
Rev. Date – June 2020
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Title: DISCIPLINE POLICY

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Prepared	SY 2016-2017	Reviewed	SY 2019-2020	Valid until	SY 2020-2021

Introduction :

The school aspires “to create an educational environment where students come to learn and to understand themselves, their abilities and the world. This happens within the school itself and through various out-of-school trips and activities. The school positively promotes and encourages students to participate in school trips.

Rational

To give instructions to emphasize the health and safety of students and employees, parents while on school trips.

Instructions:

- All educational trips must contain cultural value, and instructional objectives clearly linked to the educational program.
- Recreational trips are appropriate and linked to the principles and values of the school.
- In some cases, organizing trips as a reward for good behavior for students or as a reward for a particular achievement in the school.
- Organizing trips or functions to give the students the opportunity to learn about the Qatari heritage and culture.
- School Staff will select field trips that are appropriate for students and to enrich the academic learning in the classrooms.
- Full details, including date, time and names of participating students must be posted on the staff notice board by the organizing teacher as soon as possible before the event.
- The organizing staff take the responsibility to give each student a letter to take home giving full details of the trip and a Consent Form to be signed by parents/guardians and students.
- All students going on any trips during normal school hours must return the permission slip signed by parents/guardians, by the specified date, to the teacher in charge before the outing takes place. Students who have not returned permission forms may not participate in the tour.



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- Teachers to prepare an activity or a work sheet for the students during the trip linking it to their class work whenever suitable.
- After obtaining the approval, the trip organizer will arrange the following:
 - Buses, the school transport department must be informed at least one day before the trip.
 - Students must take the morning meal before going on the trip.
- Trip organizer will inform all the teachers affected by the trip and provide the following:
 - Organise work for students who are not going on the trip, through the head of the department, prior to the trip.
 - Trip organizer prepares a list of students who are going on the trip and collect all information relating to health problems.
- Teachers must organize their classes during trip day to ensure that all staff had their break time sorted.
- There should be adequate supervision on the bus and supervisors must arrange for the presence of an extra car for emergencies.
- The teachers and supervisors should take attendance regularly during the school trip.
- It is the teachers' and school supervisors' responsibility to secure the safety of students while they are out of school. Adequate ratio of supervisors to students must be considered in all trips.

In the event of an emergency:

- Teachers must plan for and be prepared for minor emergencies. Teachers will have available:
 - A portable first aid kit
 - Emergency contact numbers for each child
- In the event of an injury or incident, teacher will call for assistance from another adult. Adults will tend to injuries, maintain order and keep other students calm and away from injured student. An "Incident Report" form will be completed upon return to school, and parents will be informed of the injury.
- In the event of an emergency, the staff will seek immediate help by dialing emergency services at 999 and then inform the school administration of the situation. The school administration informs parents whenever there is an emergency situation, in addition to whether they should meet the injured student at the site or at a the hospital/medical clinic. An "Incident Report" form will be completed upon return to school and parents will be informed of the extent of the injury and incident.

