



# MAMOURA

## BRITISH ACADEMY

## Educational Trips and Visits

<b>Policy Issued</b>	Term 2 2022-2023
<b>Policy Updated</b>	Term 1 2025-2026
<b>Next Review</b>	Term 2 2026-2027
<b>Lead Professional</b>	AP Curriculum
<b>SGG Ratification</b>	December 2025

### Rationale

The school supports trips and visits as an important component in a child's education; experiencing opportunities to learn and develop attributes, skills and competences away from school in a different environment. The policy and associated forms, helps to ensure consistency of approach across the school so that trips, visits and guest speakers are organised in line with the Department of Education and Knowledge (ADEK) regulations and Aldar Education.

## Policy References

- ADEK Guidelines for Trips/Activities Document V2.1

## Rationale for Policy

The school supports trips and visits as an important component in a child's education; experiencing opportunities to learn and develop attributes, skills and competences away from school in a different environment.

The policy, and associated forms, helps to ensure consistency of approach across the school so that trips, visits and guest speakers are organised in line with the Department of Education and Knowledge (ADEK) regulations, Aldar Education and ensures students are safe at all times.

Educational Visits at Mamoura British Academy:

The staff at Mamoura British Academy are requested to complete the following to approve educational visits in the UAE, both inside and outside of the city of Abu Dhabi:

- School Educational Trips Sheet for the whole of this academic year.
- School Undertaking Form (stamped and signed by the Principal).
- Risk Assessment that includes names of ADEK approved teachers and supervisors who will be accompanying students on the educational visits.

All forms are enclosed as hyperlinks in this policy and saved in the [Media and Events Team](#) Area.

## Trip Planning and Approval

To ensure a clear overview of all trips, visits and events, the school:

- collates a termly school trip plan calendar along with relevant information such as location (Manarat Arts Studio, Sea World, etc.) and date. This is shared as required with educational and admin departments e.g. procurement, finance & other concerned departments where support is required.
- identifies a staff member to be nominated as 'Trip Coordinator' who will be responsible for managing and accountable for the trips. The Trip Coordinator shall ensure all necessary approvals and compliance with this policy.
- complies with education regulators' guidelines and approval processes.
- ensures the Assistant Principal in Lower or Middle and Senior School oversees the Trip Planning processes, ensuring all necessary forms are signed off by the respective departments (Education/Operations/procurement/Finance) and are maintained by the Trip Coordinator.
- Ensures relevant procurement processes should be followed for onboarding suppliers.

## Costing and Financial Approval

For each trip, the School Accountant should prepare a cost sheet and suggest the amount that should be charged per student after considering all the related direct cost. 5% VAT shall be added to the total amount for all trips.

Costing of the trip prepared by the School Accountant must be reviewed by the Trip Coordinator & approved by the finance team as per the following limits:

- Up to AED 25,000: School accountant.
- Above 25,001 to AED 50,000: Finance Manager – Operated Schools

- Above 50,001 to AED 100,000: Senior Finance Manager – Operated Schools
- Above 100,001 to AED 200,000: Group Financial Controller
- Above AED 200,001: Chief Financial Officer

A Log documenting costs and invoices is maintained for compliance checks by ADEK.

### **Parent Consent Process**

For all trips, formal communication is shared by the Trip Coordinator to the parents along with the trip consent form & price. The event notification should:

- have an expiry date to finalize the pupil list.
- include the event consent form, containing all the necessary information related to the trip such as Health & Safety and the code of conduct.

The trip organizer must have risk assessments for the whole trip and for all activities undertaken. Staffing/pupil ratios should be adhered to, which should include appropriate male/female ratios.

At all times staff must show they have acted responsibly, reasonably and with good practice, showing a duty of care to all pupils.

### **Educational Trips Payment**

At Mamoura British Academy we maintain a cashless system of payment for all trips aligned to Aldar Education policy. All families are sent a payment link to pay for the cost of the educational visit and this or the "Live Aldar" app must be used to make the payment. In addition to this:

- The Trip coordinator to raise required purchase requisitions in system wherever applicable.
- If any trip expenses to be processed outside of the procurement process will be managed via school debit cards.
- A reconciliation must be carried out by the Finance team for the collection & payments for each trip & maintain a schedule for audit purposes.

### **Billing and Collection Process**

Based on the consent form signed off by the parents, the invoice will be raised along with a payment link. No cash is collected via students and cashless policy must be adhered to. School Principals are responsible for ensuring that the teachers and school staffs are not collecting any cash from parents/students.

The due date of the trip invoices will be on or before 7 days from the invoice date. Automatic reminder will be sent to parents as per the schedule below.

#### **Reminder 1**

2 Days from  
Invoice Date

#### **Reminder 2**

6 days from  
Invoice Date

#### **Reminder 3**

10 days from  
Invoice Date

Once the payment cutoff date is passed, finance will provide a list of students who paid for the event with the Trip Coordinator.

### **Trip Payment Process**

The Trip Coordinator should ensure the required purchase requisitions in system wherever applicable. If any trip expenses to be processed outside of the procurement process will be managed via school debit cards. A reconciliation must be carried out by the Finance team for the collection & payments for each trip & maintain a schedule for audit purposes.

### **Process for Overseas Educational Visits**

All Overseas Trips should be planned through an authorised service provider .

The above process for local trips remains the same except for the following as authorised service provider is managing all international trips.

- Costing will be provided by trips service provider.
- PR/PO will be issued to authorised service provider & payment will be made as per invoice from authorised service provider.
- Finance to ensure school commissions are received from authorised service provider as per the contract.

### **One Day Educational Trips**

- All one-day educational trips require prior approval from ADEK, including inter-school visits.
- Exception: Inter-school sports fixtures only are exempt from requiring prior ADEK approval.

### **Students under 12 years can participate in:**

- Local educational activities within school hours (8:00 AM–2:50 PM), provided the activity:
  - Is educational in nature
  - Is age-appropriate and safe
  - Is approved through the ADEK trip approval process
- May attend regional or international competitions/conferences only if:
  - The organizing institution sends an official communication to ADEK via the school
  - Parent/guardian accompanies the child
  - Approval is granted by ADEK and other relevant authorities

### **With Special Restrictions:**

- Visits to shopping malls, parks, or water-based attractions must be:
  - Limited in scope
  - Justified educationally
  - Approved by ADEK through the formal trip submission process

### **Prohibited for Under-12s:**

- Overnight stays
- One-day trips extending beyond normal school hours (8:00 AM–2:50 PM)

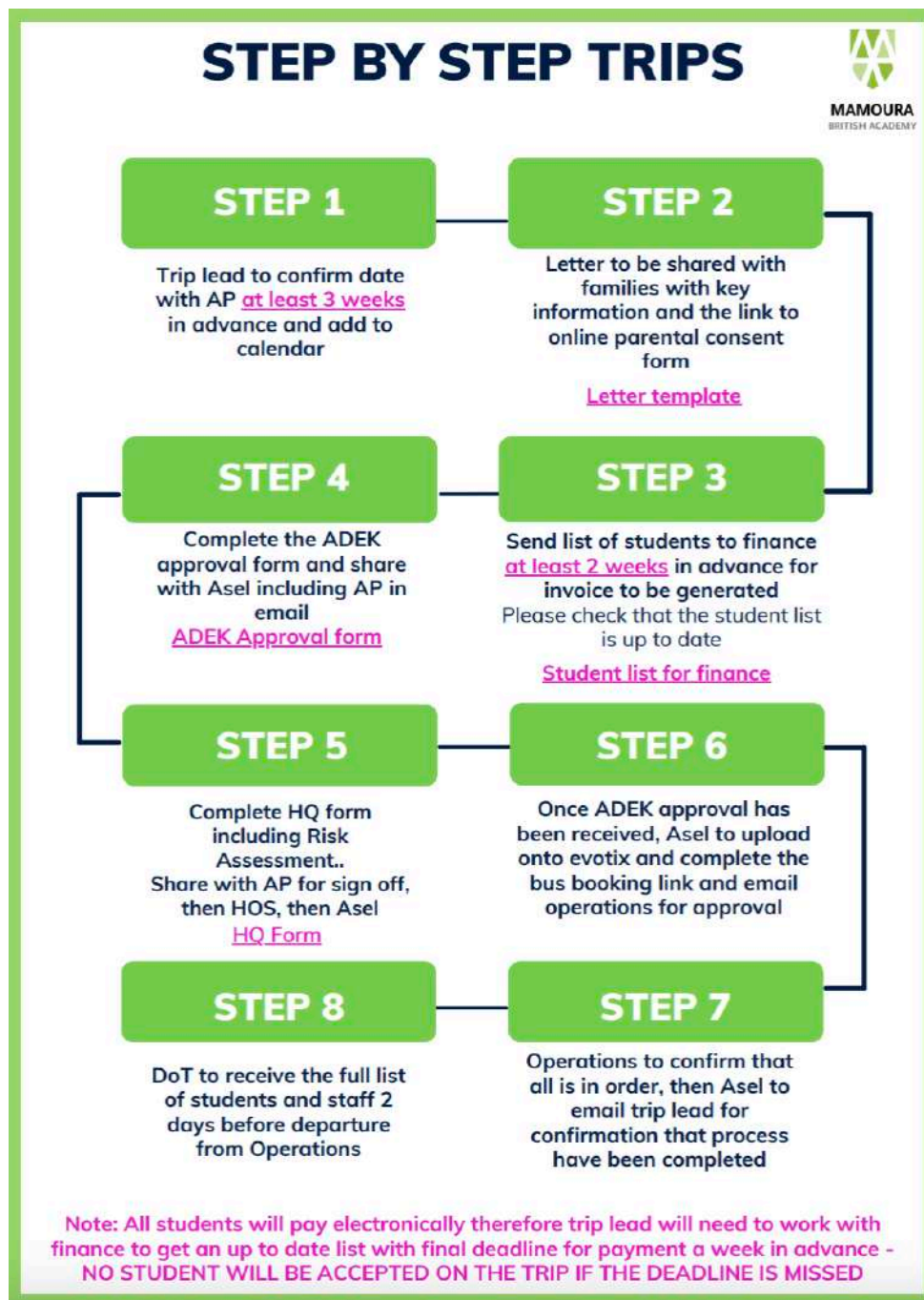
### **Students aged 12 years and older can participate in:**

- All activities allowed for younger students, plus:
  - Overnight trips
  - International trips, subject to ADEK approval and the school's risk and emergency protocols

**Ratio of teacher/student:**

Age Group	Ratio
Year 8 and above	1:15
Year 3 -Year 7	1:10
FS2-Year 2	1:6
Nursery	1:5
SEN	1:3
Overseas Trip	1:8

**MBA procedure for applying for one day educational visits:**



**Hyperlinks:**

[Letter Template](#)

[ADEK Approval Form](#)

[Student List for Finance](#)

[HQ Form and Risk Assessment](#)

**Preparing for the day of the educational visit**

- Trip Leader should ensure a pack is prepared for all members of staff attending the Educational Visit. The pack should contain:
  - A copy of the risk assessment
  - The confirmed list of students the adult is responsible for, with accompanying SEN/POD/Behavioural notes/Photos of students
  - A map of the venue/site
  - Confirmed bus list
  - List of First Aiders on the Educational Trip
  - Contact numbers of key members of staff
  - Contact numbers of next of kin of each student
  - Contact number of bus driver
  - Medical notes of students in the group- including allergies
  - Spare paper registers to be completed throughout the trip
  - A list of the 'no photograph' students
- Trip leader should ensure all First Aiders have a first aid pack to take on the Educational Trip. This can be collected from the Nurse's Room on the morning of the trip. Please ensure that you have informed them **48 hours in advance**

**Returning to school after the educational visit**

- Any accidents or incidents must be reported to the Head of School and uploaded onto CPOMs immediately
- Follow-up curriculum activities should be completed as soon as possible

**Procedures for sports, educational or competitions between schools**

Procedures for School Activities that include holding Sports or Educational Competitions among the Schools (of the same city or outside the city for students 12 years and above) and among other Private Schools:

- Schools organise these activities without the need to apply to ADEK as long as they are held among schools of the same city under the supervision of teachers
- It is required to apply for hosting competitions in case of the participation of any third party from outside the schools
- It is required to apply for hosting competitions when the school collect fees for participation

## Residential Trips – Y8-Y13 Only

All residential (overnight) trips must be formally approved by ADEK and require security clearance from the Ministry of Interior (MoI).

### Submission timeline:

- Applications for overseas trips must be submitted **at least 75 calendar days** before the proposed departure date.

### Important notes

- No parent fees may be collected prior to receiving official ADEK approval
- The school must submit a comprehensive Risk Assessment, detailing:
  - Itinerary
  - Emergency procedures
  - Supervisory arrangements
- Parent communication requirements:
  - Provide parents with contact numbers of trip supervisors.
  - Obtain 100% signed parent consent forms for participating students.
- The school must procure travel insurance covering:
  - Accidents
  - Emergencies
  - Theft or loss
  - Medical and liability coverage for students and accompanying staff

### Required documentation for ADEK approval

To receive a No Objection Letter (NOC) from ADEK for an overseas trip, the school must submit the following:

1. Overseas Trip Application Form (ADEK template)
2. School Overseas Trip Undertaking Form, signed and stamped by the School Principal
3. Risk Assessment:
  - Include names of all ADEK-approved teachers and staff accompanying the students
  - Detail safety protocols, destination risk factors, and emergency contacts
4. Security Clearance Documents for Staff:  
For each teacher or staff member accompanying the trip, submit:
  - School letter on official letterhead requesting security clearance
  - Self-introductory form
  - Copies of:
    - ADEK Staff Approval
    - Passport
    - Valid Residency Visa
    - Emirates ID (front and back)





**Hyperlinks:**

[International/Residential Trip](#)



### Preparing for the day of leaving on the residential trip

- Complete and submit **Confirmed Staff & Student List** to PLT/MSLT, Operations, Security and the Admin Department **at least 24 hours before departure.**
- The Residential Trip Lead should ensure a pack is prepared for all members of staff attending. The pack should contain:
  - The flight details of the trip
  - The confirmed list of students on the trip
  - Copies of the passports of all students
  - Copies of the visas of all students
  - The confirmed list of students the adult is responsible for, with accompanying SEN/POD/Behavioural notes/photos of students
  - A list of the 'no photograph' students
  - A map of the venue/site
  - A copy of the risk assessments
  - List of First Aiders on the Residential Trip
  - Contact numbers of key members of staff
  - Contact numbers of next of kin of each student
  - Medical notes of students in the group- including allergies
  - Spare paper registers to be completed throughout the trip

### Parent communications during the trip

- During the residential trip, a general communication should be shared with families via SMS. This should be a locked message where only messages from the school number can be sent.
- If there is an emergency regarding an individual student then contact will be made directly with the parents.

### Returning to school after the residential trip

- Any accidents or incidents must be reported to the Head of School and uploaded onto CPOMs immediately
- The school shall compile a detailed report on the trip programme stating all difficulties suffered during the trip and how the school overcame it. This report should be kept at school for compliance check as well as being uploaded onto Evotix by operations for HQ reference
- Follow-up curriculum activities should be completed as soon as possible
- [Educational Visit Review Form](#) and save in Media and Events Teams in your Educational Visit folder.

### Guest Speakers

School activities that include hosting adults from outside the Academy, both virtually and face to face, need to submit documents to ADEK to receive security clearance approval. This also includes visitors who will be involved in extracurricular activities (ECAs).

Documents required for security clearance of external visitors are:

1. Completed form – [Applying for external Visitor](#)
2. Passport copy
3. Family Book (or visa)
4. Emirates ID copy
5. Unified Number (residential detail)
6. Your picture

The completed list of documents should be submitted to The PA to the Heads of school via email, with the AP Curriculum and Pastoral LS (FS-Y4); AP Curriculum and Assessment MS/SS (Y5-13), Cc'd in. For whole school/Aldar-wide, documents should be submitted to both APs.

It is an essential requirement that the school seeks permission, from ADEK, for any guest speaker to visit the school at least **30 working days** before the scheduled visit. The PA to the Heads of school is responsible for entering the application through the Tarasol Web and sending the reference number to the email [activities@adek.abudhabi.ae](mailto:activities@adek.abudhabi.ae)

### **Policy Review**

This policy is to be reviewed every 2 years or as appropriate when a change of policy has been introduced from ADEK or Aldar Education.