



**CAMBRIDGE**  
International Education

Cambridge International School

**FRAM International  
Primary School**

SIBIU,  
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## **Trips & Residential Visits Policy & Procedure**

### **1. Definition & Aims**

For the purpose of this policy, a **school trip** or **visit** is defined as any occasion when a student or group of students is stepping away from the school grounds, undertaking a school activity and under the supervision of a member of staff.

School trips are organized for all year groups not only to support their learning but also as an aid to personal development. These experiences enable pupils to spend time intelligently and happily, sharing experiences with others.

Pupils can derive considerable educational benefit from taking part in trips. They may undergo experiences not available in the classroom; visits help to develop a pupil's investigative skills and encourage greater independence and resilience. They also provide pupils with knowledge and awareness of the world around them and encourage personal and social development.

This policy pays attention to the following guidance:

1. Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them;
2. It is important that children learn to understand and manage the risks that are a normal part of life;
3. Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.

### **2. Day Trips & Residential Visits**

**Day trips** can be in the form of educational visits to support the **curriculum learning, implementation of PBL / Service Learning projects** or, in some cases, for fun or to break out of routines.

There is no required number of day visits that should be made; however, every class should be provided opportunities outside of the school at least **once every 6 weeks**. Trips can be made to museums,



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parks, places of interest, theaters, cinemas, local companies, or places designed for physical activities that the school cannot provide such as: swimming-pool, climbing wall, ice skating rink, water sports center, ski resorts etc.

**Residential trips** are journeys that involve traveling to a location away from their usual home or school environment.

The length of time of a visit is progressive and should follow the below guidelines:

- KG 2-4 yo - few hours trip
- KG 4-6 yo - few hours trip / half-day trip
- Lower Primary 6-8 yo - few hours trip / half-day trip / full-day trip
- Upper Primary & Secondary 8+yo - few hours trip / half-day trip / full-day trip / over-night trip / abroad

Residential trips should be linked to **curriculum or PBL / Service Learning** projects where possible and should provide opportunities that the teachers could not provide at school. Residential trips provide a good opportunity to cover aspects of the curriculum that cannot be met in school, such as expeditions or adventurous activities. If every trip would have Learning Objectives that are proposed to kids before the trip, followed-up during the trip and evaluate at the end of the trip, would greatly increase the learning value of that travel opportunity.

### 3. Roles

#### **ORGANIZER**

Every trip or visit, no matter how short, must be planned by the member of staff who is in charge of organizing and running it. He or she will always have had experience of **accompanying school visits before taking on the role of Organizer**.

There should always be at least **2 staff members (minimum 1:10 ratio School or day trips & minimum 1:8 ratio Kindergarten or overnight trips)** accompanying the children on their trips, no matter the number of children. In case of an accident, one member of staff needs to attend to the injured child and the other to take care of the other children in the group. Also have in mind at least an emergency contact available to step-in in the unfortunate case of one of the adults gets injured or is unable to finish the trip.

#### **An Organizer's tasks are:**

1. obtain the Trips Coordinator's agreement before any visit takes place. For any residential trip with overnight stay / trips abroad, the Organizer will need to ask for additional approval of the Head of School;



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2. follow the school's guidelines and policy regarding trips;
3. if necessary, conduct an exploratory visit to undertake a proper **risk assessment**; submit the Risk Assessment Form to be reviewed and signed by the Trips Coordinator;
4. undertake and complete the planning and preparation (including **budgeting**) of the visit; submit the Budget Approval Form to be reviewed and signed by the Trips Coordinator and Financial Manager;
5. ensure that adequate first-aid provision/kit is available;
6. ensure parents are informed and give consent;
8. communicates information to all interested parties before, during and after the visit;
9. inform the Trips Coordinator and/or the Head of School about any accidents or incidents and difficulties met during visits.

**TRIPS COORDINATOR's tasks are:**

- review the risk assessment and opportunity of organizing the trip/visit in relation to the learning objectives / PBL/SL projects;
- ensure risk assessments meet requirements;
- organize training and induction;
- check and make sure budget requirements are met;
- decide whether approves or not the trip proposals submitted by the Organizer after initial inquiry;
- help staff involved with organizing tours with providing ideas for new trips, keeping records of all

previous visits in a Trip Folder;

- Address together with the Organizer any special concerns and helps in case approval is required for residential visits with overnight stay or trips abroad;
- review and monitor practice.

**Trips Coordinator also needs to:**

1. be available for the full duration of the visit to respond immediately to urgent demands in case of an emergency and should be able to contact a back-up person who is available to be sent to the location;
2. establish a procedure to ensure parents are informed quickly about any incident details (make sure you are up to date with the contact details of all parents of the students participating in the trip).



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## Procedure for organizing trips

Step 1 - **Trip proposal** completed and sent for approval by the Organizer to the Head of Department / and Head of School at least **2 weeks before for a Residential Trip**. For half-day trips, we will have at least a couple of days notice, until we get all the approvals from parents.

Step 2 - After approval from the Head of School, the Organizer will contact the Office Manager or Transport Coordinator and request/check **transportation availability** if necessary. We will use FRAM internal transportation on as many occasions as possible.

Step 3 - **Risk Assessment** conducted by the Organizer and sent for review and approval by the Trips Coordinator at least **2 weeks before** the planned trip.

Step 4 - **Financials**: the Organizer drafts a budget and sends it for review and approval to the Financial Manager at least **2 weeks before** the planned trip.

*Money will be raised in cash by the Office Manager or paid by credit card in the Kinderpedia parent app, according to the procedure set out by the Financial Manager.*

Step 5 - Once transportation has been booked, and risk assessment conducted, the Organizer drafts the **trip letter** for parents and sends this to the Head of Department for checking.

*The Letter must contain information on the deadline after which it is no longer possible to reimburse parents with the cost of the trip, not even partially.*

Step 6 - The Trips Coordinator approves the letter and sends it back for printing or emailing to parents. Letters will include the **parent permission form**; therefore, a printed copy is also necessary to be sent to parents for signing.



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Step 7 - The Trips Coordinator / Head of School establishes an appropriate timetable for the day of the visit/trip for students who are not going on the trip – they will either be joining another class/year in school or stay at home and receive individual study guides from their class teacher / form tutor (depending on parents wishes).

Step 8 - Feedback after the trip regarding the outcomes (can be in video format, pictures, or written report, that can be shared with the parents and community), but also an internal report regarding WWW (What Went Well) and EBI (Even Better If).

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