

# NEWTON INTERNATIONAL ACADEMY SMASH



## WHOLE SCHOOL EDUCATIONAL TRIPS AND VISITS POLICY



**POLICY REVIEWED**

June 2026

**POLICY TO BE REVIEWED**

June 2027



## NIA Smash Educational Trips and Visits Policy 2026-2027

*Updated July 2026*

*Updated by Chani Meyer*

*Review date June 2027 of following updated MOEHE guidance*

### 1. Purpose

Educational trips and visits extend learning beyond the classroom and support curriculum enrichment, personal development, cultural awareness, Qatar national identity, wellbeing and teamwork. All trips must be purposeful, inclusive, safely planned and appropriately supervised.

### 2. Regulatory position

In line with Circular No. 31 (2025), prior approval from the Department of Private School Licensing is no longer required for school activities involving fees, provided the required regulations and procedures are followed. NIA Smash will therefore use an internal Trips and Activities Committee approval process and maintain complete records for monitoring and inspection.

- Participation in paid activities is optional and non-participation must not affect a student's evaluation or access to other free activities.
- The school must not make a profit from paid activities. Any discount or excess collected must be returned to participating students.
- Provider quotations must be official, addressed to NIA Smash, identify the activity, show the price per student, be dated within the relevant academic year and be stamped. The provider's commercial registration must cover the service offered.
- For school-provided transport, the additional transport fee must not exceed QAR 25 within Doha or QAR 30 outside Doha. Where an external transport provider is used, written parental consent to the proposed transport fee is required.
- Parents must receive full disclosure of costs at least one week before a local/internal activity and at least two months before an international activity. Parents may request to see the original quotation before consenting.
- A separate paid-activity file must be maintained for each paid activity, including quotation, final invoice, participating student numbers, cost-per-student calculation and written parental consent.

### 3. Roles and responsibilities

| Role                           | Key responsibility                                                                                                                                                              |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Trips and Activities Committee | Approves the trip/activity before any parent communication; checks purpose, suitability, cost and compliance. The committee must have a chairperson and at least three members. |
| Trip Lead                      | Plans the trip, completes documentation, risk assessment, class lists and staff briefing, and ensures the trip is logged on the School Trips Tracker.                           |
| Section Leadership / SLT       | Checks curriculum/pastoral value, safeguarding, staffing and operational arrangements.                                                                                          |

| Role                       | Key responsibility                                                                                             |
|----------------------------|----------------------------------------------------------------------------------------------------------------|
| Finance / Administration   | Checks quotations, cost calculations, payments, invoices and paid-activity records; ensures no profit is made. |
| School Nurse / First Aider | Reviews relevant medical needs and medication arrangements and supports emergency planning.                    |
| Accompanying staff         | Read and sign the risk assessment, actively supervise students and follow the Trip Lead's instructions.        |

## 4. Trip procedures

**Step 1: Approval and tracker** – Trip Lead submits the proposal to the Trips and Activities Committee. Once approved, the trip is entered on the School Trips Tracker. No communication or collection of money may begin before approval.

**Step 2: Costing and provider checks** – Obtain an official quotation and verify the provider/service. Complete the Fee Activities and Trips Pledge Form. Calculate the exact cost per student; no profit may be added.

**Step 3: Planning and risk assessment** – Complete the Trips Risk Assessment and, where appropriate, a preliminary venue visit/venue check. Identify medical, safeguarding, transport, accessibility and AESN needs.

**Step 4: Transport** – Complete the Bus Requisition Form. Confirm suitable transport, seat belts, timings, routes and supervision. External transport fees require written parental consent.

**Step 5: Parent information and consent** – Send the trip letter/information and Parent Trips and Activities Pledge Form. Clearly state purpose, date, timings, venue, transport, dress/equipment, cost and relevant expectations. Allow at least one week for local/internal activities and two months for international activities.

**Step 6: Final preparation** – Complete the Trip Class Form; confirm student numbers, emergency contacts, medical information, staff allocation and first aider. Check all consent forms and payments. Brief staff and students.

**Step 7: Day of trip** – Take the signed risk assessment, class lists, emergency contacts, first aid kit and required medication. Complete headcounts before departure, on arrival, at transition points and before return. Seat belts must be worn. Staff maintain active supervision throughout.

**Step 8: Incidents and safeguarding** – Follow school safeguarding and emergency procedures. Provide first aid where required, inform SLT and parents as appropriate, and complete the Incident Report Form for any significant incident/accident.

**Step 9: Post-trip** – Complete the School Trip Evaluation Form and gather Student Trip Feedback where appropriate. Reconcile final invoice/receipts against amounts collected, refund any difference where required, and file all records. Update the tracker as completed.

## 5. Supervision, safety and conduct

Staffing must reflect the age, needs, behaviour, activity and risk level of the group. The following NIA guidance from the existing trips policy should normally be used, with additional adults where the risk assessment requires it:

| Phase     | Guidance ratio |
|-----------|----------------|
| EYFS      | 1:6            |
| Years 1–3 | 1:10           |
| Years 4–6 | 1:15           |
| KS3       | 1:20           |
| KS4–5     | 1:25           |

| Phase                       | Guidance ratio |
|-----------------------------|----------------|
| Overseas trips (Years 5–13) | 1:6            |

- A designated First Aider and first aid kit must accompany each trip. Relevant medication and medical information must be available.
- Students should normally wear school uniform unless the activity requires alternative suitable clothing.
- Seat belts are mandatory on buses. Students must follow staff instructions and school behaviour expectations.
- Students whose behaviour presents an unmanageable safety risk may be excluded following individual risk assessment and consultation with SLT and parents. Decisions must be fair, proportionate and consider reasonable support or adjustments.
- Safeguarding concerns must be reported immediately in accordance with the school Safeguarding and Child Protection Policy.

## 6. Paid activities: financial controls and records

For every paid trip/activity, Administration/ Trip Committee must keep a separate, organised file available on site for review. It must contain, as applicable:

- Trips and Activities Committee approval / Fee Activities and Trips Pledge Form
- official provider quotation and relevant provider details
- cost-per-student calculation and number of participating students
- parent information and written consent
- transport quotation/fee consent where applicable
- final invoice and receipts
- record of income and expenditure
- evidence of any refund where the final cost is lower than the amount collected
- risk assessment, class form, incident reports and trip evaluation

## 7. International trips

International trips require enhanced planning, safeguarding and financial checks. Parents must receive full cost disclosure at least two months in advance. Quotations must be from official entities/companies in Qatar or the destination country (or an authorised intermediary for multi-country organisations). The Trip Lead must also ensure appropriate insurance, travel documents, emergency arrangements, parent/student briefings, a trip-specific code of conduct and an overseas risk assessment. NIA guidance does not permit F1–Year 4 students to participate in overseas trips.

## 8. Monitoring and review

The Trips and Activities Committee will monitor the School Trips Tracker, paid-activity files, risk assessments, incidents, trip evaluations and student feedback. Any concerns or non-compliance will be addressed before further activities are approved. This policy will be reviewed annually and whenever MOEHE requirements change.

## **9. Appendices**

Appendix 1: Fee Activities and Trips Pledge Form

Appendix 2: Bus Requisition Form

Appendix 3: Parent Trips and Activities Pledge Form

Appendix 4: Trips Risk Assessment

Appendix 5: School Visits and Monitoring Form

Appendix 6: Trip Class Form

Appendix 7: School Trip Evaluation Form

Appendix 8: Incident Report Form

Appendix 9: Student Trip Feedback Form

## Appendix 1: Fee Activities and Trips Pledge Form



وزارة التربية والتعليم والتعليم العالي  
Ministry of Education and Higher Education  
دولة قطر - دولة قطر

إدارة ترخيص المدارس الخاصة - Private Schools Licensing Department

### Fee Activities and Trips Pledge Form for Private Schools and Kindergartens

|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |         |                          |                             |                          |                          |                          |       |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------|--------------------------|-----------------------------|--------------------------|--------------------------|--------------------------|-------|
| School / Kindergarten Name               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Newton Smash             |         |                          |                             |                          |                          |                          |       |
| Trip/Activity Fees                       | Value of Fees per Student                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |         |                          | Location of Activity / Trip | Inside the country       | <input type="checkbox"/> |                          |       |
|                                          | Value of Total Fees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |         |                          |                             | Overseas                 | <input type="checkbox"/> |                          |       |
| Date                                     | 20-5-2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |         |                          | Day                         | Wednesday                |                          |                          |       |
| Name of Activity/Trip                    | Ibdaa computation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |         |                          |                             |                          |                          |                          |       |
| Activity / Trip Location                 | Katara                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                          |         |                          |                             |                          |                          |                          |       |
| Students' Category                       | Kindergarten                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> |         |                          | Preparatory                 | <input type="checkbox"/> |                          |                          |       |
|                                          | Primary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> |         |                          | Secondary                   | <input type="checkbox"/> |                          |                          |       |
| Number of Students                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |         |                          | Number of Supervisors       |                          |                          |                          |       |
| Students' Gender                         | Male                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> |         |                          | Supervisors' Gender         | Male                     | <input type="checkbox"/> |                          |       |
|                                          | Female                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/> |         |                          |                             | Female                   | <input type="checkbox"/> |                          |       |
| Number of School Buses Providing a nurse | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |         |                          | Capacity of buses           |                          |                          |                          |       |
| Objectives of the activity/trip          | Scientific                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> | Leisure | <input type="checkbox"/> | Health                      | <input type="checkbox"/> | Cultural                 | <input type="checkbox"/> |       |
|                                          | Religious                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> | Social  | <input type="checkbox"/> | Artistic                    | <input type="checkbox"/> | Others                   | <input type="checkbox"/> |       |
| Objectives of the activity/trip          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |         |                          |                             |                          |                          |                          |       |
| School or private kindergarten Approval  | <p>The management of the school or kindergarten undertakes the following tasks:</p> <ol style="list-style-type: none"> <li>Full compliance with all the items contained in Circular No. (31) of 2025, related to the requirements and controls for organizing school activities and trips, to ensure the safety of students and achieve the desired educational goals.</li> <li>Assume full responsibility for the students participating in the activity or trip for the duration of its implementation, after obtaining the written consent of their parents, and in a manner that does not contradict the instructions issued by the competent authorities.</li> <li>If the activity or trip is carried out outside the school/ kindergarten premises, the responsibility for dropping off and picking up students is the responsibility of the parents, as coordinated in advance, and the school/ kindergarten is exempt from any obligation in this regard.</li> <li>Obligation to save and archive all documents related to the activity or trip, including: <ul style="list-style-type: none"> <li>Approved financial cost.</li> <li>Approvals and undertakings issued by parents.</li> <li>Any relevant regulatory documents or instructions. This is included in the file of activities and trips with fees, in accordance with the approved administrative procedures.</li> </ul> </li> </ol> <p>The school/ kindergarten administration confirms its full commitment to the above and acknowledges that this undertaking is part of its educational and administrative responsibilities before the competent regulatory authorities.</p> |                          |         |                          |                             |                          |                          |                          |       |
|                                          | Trip/Activity Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                          |         |                          | Signature                   |                          |                          |                          | Stamp |
|                                          | Principal of the school or private kindergarten                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |         |                          | Signature                   |                          |                          |                          |       |

P.O.Box: 35111, Doha, Qatar  
Tel.: +974 4404 4444  
www.edu.gov.qa

ص.ب: 35111 - الدوحة - قطر  
هاتف: +974 4404 4444

## Appendix 2: Bus Requisition Form

|                                                                                                                                                                                                                                                                                                                                                                                                                                       |                               | <h1>Bus Requisition Form</h1> |             |                       |    | SD-FM-001<br>Rev.: 0<br>Date: 26.08.2023<br>Page 1 of 1 |         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|-------------|-----------------------|----|---------------------------------------------------------|---------|
| Name of the School: <u>Newton International Academy SMASH</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               | Date: _____                   |             |                       |    |                                                         |         |
| Contact Person: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                               | Mobile: + _____               |             |                       |    |                                                         |         |
| Trip Details: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                               | Trip Date: _____              |             |                       |    |                                                         |         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Number of Students / Teachers | Number of Buses               | Pickup Time | From                  | To | Drop-Off Time                                           | Remarks |
| Going                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                               |                               |             |                       |    |                                                         |         |
| Returning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |                               |             |                       |    |                                                         |         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                               |                               |             |                       |    |                                                         |         |
| Requisition Submitter Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                               |                               |             | Approved by :         |    |                                                         |         |
| <p><b>Note:-</b> 1. Kindly request you to submit the request at least three working days prior to the trip. 2. The trip cost will be submitted after the submission of the form. 3. If you want to cancel the request, please do it 24 hours before the scheduled trip. 4. All forms to be approved by the Authorized person. 5. Please maintain timings, if the duration of the trip exceeds more than 1 hour, then QR 50 will be charged. 6. Please call Jaweed Khan at 66273435 for any clarification/assistance.</p> |                               |                               |             |                       |    |                                                         |         |
| For Stack Drive use:-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                               |                               |             | Received From School: |    |                                                         |         |
| Date Received: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                               |                               |             |                       |    |                                                         |         |
| Trip Amount per bus                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                               |                               |             |                       |    |                                                         |         |
| Approved by: _____<br>School Transport Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |                               |             |                       |    |                                                         |         |

### Appendix 3: Parent Trips and Activities Pledge Form



#### Parent's Pledge and Consent for School Activities and Trips

| Student Information          |  |                            |  |
|------------------------------|--|----------------------------|--|
| Student Name                 |  | Identification Number (ID) |  |
| School/Kindergarten name     |  | Grade                      |  |
| Date                         |  | Day                        |  |
| Name of the activity/trip    |  |                            |  |
| Purpose of the activity/trip |  |                            |  |
| Activity/Trip Executor       |  |                            |  |
| Activity/Trip Location       |  |                            |  |

The management of the school/kindergarten would like to inform you that it intends to organize a school activity/trip aimed at enhancing the educational and social aspects of students, in accordance with the data listed in the table above, and in line with the regulations approved by the competent authorities. Accordingly, please confirm your consent for your child's participation by signing below in this activity/trip, in accordance with the following:

|                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>The role of the school or private kindergarten administration</b> | <ul style="list-style-type: none"> <li>provide all security and safety requirements approved by the competent authorities.</li> <li>Ensuring that the number of supervisors is proportional to the number of students participating to achieve effective supervision and public safety.</li> <li>Follow up on students' attendance and departure through approved official statements.</li> <li>Adhere to the date and time specified for the activity or trip and not accept any changes without prior approval from the management.</li> </ul>                                                               |
| <b>The role of the parent</b>                                        | <ul style="list-style-type: none"> <li>Inform the school/kindergarten administration of any health condition that the student suffers from before the date of the activity or trip.</li> <li>The student's absence is counted if he/she does not attend school on the day of the activity or trip.</li> <li>Provide accurate and up-to-date information regarding the student's medical or special needs, if any.</li> <li>Inform the school/kindergarten administration immediately in case of a change in the contact number or contact details of the parent.</li> </ul>                                    |
| <b>The role of the student</b>                                       | <ul style="list-style-type: none"> <li>adhere to modest dress, in accordance with the authentic customs and traditions of the Qatari society.</li> <li>Adhere to the approved behavioural evaluation policy for students and not violate the behavioural instructions during the activity or trip.</li> <li>Adhere to personal safety rules, including not walking alone in unsafe places, and staying away from any potential sources of danger.</li> <li>Commitment to good behaviour, respect for others, and maintain cleanliness of the place and environment throughout the activity or trip.</li> </ul> |

|                                               |              |  |                           |                          |                     |
|-----------------------------------------------|--------------|--|---------------------------|--------------------------|---------------------|
| Parent's consent or not for the activity/trip | Name         |  | Consent                   | <input type="checkbox"/> | Disapproval Reasons |
|                                               | Kinship      |  | Non-consent               | <input type="checkbox"/> |                     |
|                                               | Phone number |  | Signature of the guardian |                          |                     |

|                                 |                       |  |           |  |       |
|---------------------------------|-----------------------|--|-----------|--|-------|
| School or Kindergarten Approval | Trip/Activity Officer |  | Signature |  | Stamp |
|                                 | Name of the principal |  | Signature |  |       |

## Appendix 4: Trips Risk Assessment

|                                                                                                                                                                                                                                    |                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <p><b>Newton International Academy, Smash</b><br/> <a href="http://www.newtonschoools.sch.qa">www.newtonschoools.sch.qa</a><br/> <i>An International community of learners striving for excellence and celebrating success</i></p> |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <p><u>Participated</u> classes: _____ to walk with Y _____ and Y _____</p> <ul style="list-style-type: none"> <li>Parents can take their children home once they arrive back at school and not before!!!!</li> <li>Approx _____ am/pm children return to school.</li> </ul> <p>Please note: ALL coaches used for trip must have seatbelts and children should use them</p> <p><b>LIST CHILDREN</b> with special needs/health issues/requirements and measures put into place to reduce the risks for them &amp; the group:</p> <p>Relevant support/carers needed as required</p> | <p><b>PLAN B:</b> (What will happen if the visit cannot take place)</p> |
| <p><b>EMERGENCY PROCEDURE:</b><br/>         In the event of a serious incident where you are unable to contact school, ensure the children are taken to, or kept in a place of safety and inform the emergency services of your location.<br/>         Contact the school as soon as you can.<br/>         Ensure all adults have copies of trip information sheets with the emergency numbers on them and are aware of this procedure.</p>                                                                                                                                      |                                                                         |
| <p><b>RECORD ON-GOING RISK ASSESSMENT:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                         |
| <p>Approved/Not approved by member of SMT</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Date</p>                                                             |

|                                                                                                                                                                                                                                    |                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <p><b>Newton International Academy, Smash</b><br/> <a href="http://www.newtonschoools.sch.qa">www.newtonschoools.sch.qa</a><br/> <i>An International community of learners striving for excellence and celebrating success</i></p> |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

### RISK ASSESSMENT FORM

This form accompanies planning submitted for authorisation of visit. A copy of this form must be given to all staff taking part in the Educational visit/trip. Risk assessment is a legal requirement for all activities involving pupils, which take place off the school site. A preliminary planning visit (PPV) is an essential part of the process. PPVs must be made by the Trip Organiser (a teacher).

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| <p><b>VISIT TO:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>VISIT LEADER:</b></p>                   |
| <p><b>DATE OF VISIT:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p><b>CLASSES &amp; NUMBER OF PUPILS:</b></p> |
| <p><b>DATE OF PRELIMINARY PLANNING VISIT:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p><b>NAME OF TEACHER WHO MADE PPV:</b></p>   |
| <p><b>WHAT ARE THE HAZARDS?</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               |
| <p><b>ROUTE:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |
| <p><b>RECORD SPECIFIC TRIP SAFETY</b></p> <ul style="list-style-type: none"> <li>Supervision ratio: 1:_____ for Year:_____</li> <li>Emergency first aid kit is stocked and carried by _____</li> <li>Mobile phones numbers are given to office staff _____</li> <li>Children with SEN to be accompanied by TAs and community links staff _____</li> <li>Children to be reminded of behaviour expectation whilst on trip _____</li> <li>Children walking in pairs in teams adult to be located at regular intervals along the line. Children are encouraged to be mindful of pedestrians they meet on the way. _____ leading and _____ at the back.</li> <li>Adults to watch for cars entering and leaving the school premises _____ and _____ to supervise crossing of all roads. Children to cross in one go-no breaks.</li> <li>At pedestrian crossing supervising adults to stop traffic make sure it is safe to cross and ensure all children and adults have crossed before signalling adults to drive on</li> <li>Adults to supervise- _____ and _____ YR _____ and _____ YR _____ am/pm children gather in _____ and _____ YR _____</li> <li>_____ class groups to be counted prior to return to school adults to stay with _____</li> </ul> |                                               |

## Appendix 5: School Visits and Monitoring Form

**Newton International Academy, Smash**  
[www.newtoninternationalschoolsch.qa](http://www.newtoninternationalschoolsch.qa)  
 An International community of learners striving for excellence and celebrating success

**School Visits Bus Monitor Form**  
**Term 2026-2027**

Date:

**Venue:** |

[illegible]

Checked by: Teacher: \_\_\_\_\_ Bus Coordinator: \_\_\_\_\_ SMT: \_\_\_\_\_

## Appendix 6: Trip Class Form

Date:

Trip Venue:

Trip leader name and mobile number:

| Name | Going on the trip | Absent | Visiting Class |
|------|-------------------|--------|----------------|
|      |                   |        |                |
|      |                   |        |                |
|      |                   |        |                |
|      |                   |        |                |
|      |                   |        |                |
|      |                   |        |                |
|      |                   |        |                |
|      |                   |        |                |
|      |                   |        |                |
|      |                   |        |                |
|      |                   |        |                |
|      |                   |        |                |
|      |                   |        |                |
|      |                   |        |                |
|      |                   |        |                |

Teachers/TAs

Number of children on trip –

- Emergency first aid kit is stocked and carried by (name) \_\_\_\_\_
- Children with SEN to be accompanied by TAs \_\_\_\_\_
- Children walk in pairs and adults are to be located at regular intervals along the line. Name of people leading line \_\_\_\_\_ and \_\_\_\_\_ at the back.
- Children with **medical requirements** asthma etc. (names/s) \_\_\_\_\_  
Medical resources for this child/ren to be carried by –
- All buses used for the trip must have seatbelts and **children should use them**

Photocopy this and **hand it to reception** before you leave!

## Appendix 7: School Trip Evaluation Form

|                                                                                                                                                                                                                       |                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Newton International Academy, Smash</b><br><a href="http://www.newtonschools.sch.qa">www.newtonschools.sch.qa</a><br><i>An International community of learners striving for excellence and celebrating success</i> |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

### FIELD TRIP EVALUATION FORM

|                     |                          |
|---------------------|--------------------------|
| Teacher / Teachers: | School/Class/Year Group: |
| Trip Date:          | Destination:             |
| Purpose of Trip:    |                          |

|                                                                                                                                                                            |                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| On a Scale of 0-10 (1 being minimal to 10 being outstanding) Rate How Well the Targeted Learning Objectives Were Achieved by this Field Trip (circle / highlight response) |                      |
| 0                                                                                                                                                                          | 1 2 3 4 5 6 7 8 9 10 |
| Comments:                                                                                                                                                                  |                      |
| Would You Recommend this Field Trip for Students in the Future (circle response)                                                                                           |                      |
| YES                                                                                                                                                                        | NO                   |
| Comments:                                                                                                                                                                  |                      |
| Are there any Changes that Should be Made to this Field Trip's Itinerary in the Future:                                                                                    |                      |
| Please Sign and Return to Your Building Administrator                                                                                                                      |                      |
| <hr/>                                                                                                                                                                      |                      |
| Signature                                                                                                                                                                  | Date:                |

## Appendix 8: Incident Report Form



**Newton International Academy, Smash**

[www.newtonschoools.sch.za](http://www.newtonschoools.sch.za)

An international community of learners striving for excellence and celebrating success

**Trip Incident/Accident Report Form**

CHILD'S NAME \_\_\_\_\_ CLASS: \_\_\_\_\_

DATE: \_\_\_\_\_ TRIP LOCATION: \_\_\_\_\_

Name of teacher in Charge \_\_\_\_\_

site where incident/accident took place \_\_\_\_\_

Date of incident/accident \_\_\_\_\_

Name of injured person \_\_\_\_\_

Address of injured person \_\_\_\_\_

Nature of incident/injury and extent of injury \_\_\_\_\_



**Newton International Academy, Smash**

[www.newtonschoools.sch.za](http://www.newtonschoools.sch.za)

An international community of learners striving for excellence and celebrating success

Give details of how and precisely where the incident took place.  
Describe what activity was taking place, for example in class/game/getting changed.

Give full details of action taken during any first aid treatment and the name(s) of first-aiders(s).

Were any of the following contacted? (please tick)

|                     |                              |                             |
|---------------------|------------------------------|-----------------------------|
| Parents/carers      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| School Doctor/nurse | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Ambulance           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

What happened to the injured person following the incident/accident?  
E.g., carried on with session, went home, went to hospital etc.

All of the above facts are a true record of the accident/incident

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Please give a copy to SLT for signing and approval.

## Appendix 9: Student Trip Feedback Form

### Newton International Academy, Smash

[www.newtonschools.sch.qa](http://www.newtonschools.sch.qa)

*An International community of learners striving for excellence and celebrating success*



### Student Trip Feedback Form

**Trip Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Name (optional):** \_\_\_\_\_

**Class:** \_\_\_\_\_

**1. What did you enjoy most about the trip?**

---

---

**2. What did you learn during the trip?**

---

---

**3. Was the trip well organised?**

☐ Yes ☐ No ☐ Not sure

If no, please explain:

---

**4. How did you behave during the trip?**

☐ Excellent ☐ Good ☐ Needs improvement

**5. How did others behave during the trip?**

☐ Excellent ☐ Good ☐ Needs improvement

**6. What could be improved for future trips?**

---

---

**7. Would you like to go on a similar trip again?**

☐ Yes ☐ No

**Additional comments:**

---

---

**Thank you for your feedback!**

1- الهدف والنطاق

تُعد الرحلات والزيارات التعليمية امتداداً مهماً للتعلم داخل الصف، وتهدف إلى إثراء المنهج، وتعزيز النمو الشخصي والاجتماعي، وتنمية الوعي الثقافي والهوية الوطنية، ودعم رفاهية الطلبة ومشاركتهم .

تنطبق هذه السياسة على جميع الرحلات والزيارات والأنشطة المدرسية التي تنظمها أكاديمية نيوتن الدولية – سماش، سواء كانت مجانية أو برسوم، داخل دولة قطر أو خارجها .

2- المبادئ الأساسية

يجب أن يكون لكل رحلة أو نشاط هدف تعليمي أو تربوي واضح، وأن تتم مراعاة سلامة الطلبة ورفاههم وحمايتهم في جميع مراحل التخطيط والتنفيذ .

تكون المشاركة في الأنشطة المدفوعة اختيارية، ولا يؤثر عدم المشاركة على تقييم الطالب أو مشاركته في الأنشطة المجانية الأخرى .  
لا يجوز للمدرسة تحقيق أي ربح إضافي من الأنشطة أو الرحلات المدفوعة . ويجب أن تعكس الرسوم التكلفة الفعلية للخدمة .  
لا يلزم الحصول على موافقة مسبقة من إدارة تراخيص المدارس الخاصة لتنفيذ الأنشطة التي تتضمن رسوماً، شريطة الالتزام الكامل بمتطلبات تعميم وزارة التربية والتعليم والتعليم العالي رقم (31 لسنة 2025 ودليل أنشطة المدارس ورياض الأطفال الخاصة – الإصدار الثاني 2024

3- لجنة الرحلات والأنشطة

تُشكل المدرسة لجنة داخلية للرحلات والأنشطة برئاسة رئيس اللجنة وعضوية ثلاثة أعضاء على الأقل، وذلك لمراجعة الأنشطة والرحلات والتأكد من الالتزام بالمتطلبات التنظيمية والمالية ومتطلبات السلامة

لا يجوز الإعلان عن أي رحلة أو نشاط للطلبة أو أولياء الأمور قبل الحصول على موافقة لجنة الرحلات والأنشطة .

4- إجراءات الرحلات

الخطوة 1 – الموافقة والتسجيل: يقدم منظم الرحلة مقترح الرحلة إلى لجنة الرحلات والأنشطة .بعد الموافقة، تُسجل الرحلة في سجل متابعة (School Trips Tracker) الرحلات المدرسية .

الخطوة 2 – التخطيط والتكلفة: يتم تأكيد المكان والتاريخ والفئة المستهدفة والأهداف والتكلفة .بالنسبة للأنشطة المدفوعة، يجب الحصول على عرض سعر رسمي ومختوم وموجه إلى المدرسة، يوضح اسم النشاط والسعر لكل طالب ويكون مؤرخاً خلال العام الأكاديمي الحالي .  
كما يجب التأكد من أن السجل التجاري لمقدم الخدمة يشمل النشاط أو الخدمة المقدمة .

الخطوة 3 – تقييم المخاطر: يُستكمل تقييم مخاطر الرحلة، ويُراجع من قبل المسؤول المختص، ويُطلع عليه جميع الموظفين المشاركين في الرحلة ويوقعون عليه .تُتخذ ترتيبات إضافية للطلبة ذوي الاحتياجات التعليمية الإضافية أو الحالات الطبية عند الحاجة .

الخطوة 4 – النقل: يُستكمل نموذج طلب الحافلة .إذا وفرت المدرسة النقل مباشرة، يجب الالتزام بالحد الأقصى المعتمد لرسوم النقل: 25 ريالاً قطرياً داخل الدوحة و30 ريالاً قطرياً خارج الدوحة .وإذا تم ترتيب النقل عن طريق مزود خارجي، يجب الحصول على موافقة خطية من ولي الأمر على رسوم النقل المقترحة قبل مشاركة الطالب .

الخطوة 5 – التواصل مع أولياء الأمور والموافقة: تُرسل جميع تفاصيل الرحلة، بما في ذلك الهدف والمكان والتاريخ والتوقيت والتكلفة والنقل وأي متطلبات خاصة .بالنسبة للأنشطة المحلية المدفوعة، يجب الإفصاح الكامل عن التكاليف قبل النشاط بأسبوع على الأقل .وبالنسبة للرحلات الدولية، يكون ذلك قبل شهرين على الأقل .يجب الحصول على موافقة خطية من ولي الأمر قبل مشاركة الطالب .

الخطوة 6 – الملف والتجهيز النهائي: يجب الاحتفاظ بملف منظم لكل نشاط مدفوع، ويشمل عرض السعر، والفاتورة النهائية، وعدد الطلبة المشاركين، وطريقة احتساب التكلفة لكل طالب، وموافقات أولياء الأمور الخطية، ونموذج النشاط المدفوع، وأي مستندات أخرى ذات صلة

الخطوة 7 . يوم الرحلة: يتم تسجيل الحضور وإجراء العدّ قبل المغادرة وعند الصعود والنزول من الحافلة وعند نقاط التجمع وقبل العودة إلى المدرسة .يحمل قائد الرحلة تقييم المخاطر وقائمة الطلبة وأرقام الاتصال في حالات الطوارئ .يجب توفر مسعف أولي وحقيبة إسعافات أولية ويلتزم الطلبة بارتداء حزام الأمان في الحافلة واتباع تعليمات الموظفين في جميع الأوقات .

الخطوة 8 – الحوادث ومخاوف الحماية: يجب الإبلاغ فوراً عن أي حادث أو إصابة أو مخاوف تتعلق بحماية الطلبة وفقاً لسياسات المدرسة .تُقدّم الإسعافات الأولية عند الحاجة، ويتم إبلاغ الإدارة العليا وولي الأمر حسب طبيعة الحادث، ويُستكمل نموذج تقرير الحادث .

الخطوة 9 – ما بعد الرحلة: يستكمل قائد الرحلة نموذج تقييم الرحلة، وتُحفظ جميع المستندات المطلوبة في ملف الرحلة .يمكن جمع آراء الطلبة باستخدام نموذج ملاحظات الطلبة حول الرحلة للمساعدة في تحسين الرحلات المستقبلية .

## 5- الإشراف والسلامة

يجب أن تكون مستويات الإشراف مناسبة لعمر الطلبة واحتياجاتهم وطبيعة المكان والنشاط والمخاطر المحددة .  
كإرشاد عام، تُستخدم النسب التالية: مرحلة السنوات المبكرة 1:6، الصفوف 1-3 بنسبة 1:10، الصفوف 4-6 بنسبة 1:15، المرحلة الأساسية الثالثة 1:20، والمرحلتان الأساسيتان الرابعة والخامسة 1:25. قد تتطلب الأنشطة عالية الخطورة أو الاحتياجات الفردية نسباً أعلى من الإشراف .  
يجب أن يكون هناك مسعف أولي محدد في كل رحلة، مع حقيبة إسعافات أولية مناسبة. ويتم التنسيق مع ممرضة المدرسة بشأن الحالات الطبية والأدوية وترتيبات الرعاية اللازمة .

يجب على جميع الموظفين الحفاظ على الإشراف الفعال، وإجراء العدّ بانتظام، والتأكد من استخدام أحزمة الأمان، واتباع إجراءات المدرسة الخاصة بالحماية والسلوك والطوارئ .

## 6- السلوك والتوقعات .

يُتوقع من الطلبة تمثيل أكاديمية نيوتن الدولية – سماش بصورة إيجابية واتباع تعليمات الموظفين وقواعد المكان في جميع الأوقات .  
يُرتدى الزي المدرسي ما لم تتم الموافقة على ملابس بديلة مناسبة لطبيعة النشاط . ويلتزم الموظفون بالمظهر المهني المناسب .  
إذا كان سلوك أحد الطلبة قد يشكل خطراً كبيراً على نفسه أو على الآخرين، فقد تُتخذ ترتيبات دعم إضافية أو قد يُستبعد الطالب من الرحلة بعد التشاور مع الإدارة العليا وولي الأمر .

## 7- الأنشطة والرحلات المدفوعة .

يجب أن تتوافق جميع الأنشطة والرحلات المدفوعة مع تعميم رقم 31 (لسنة 2025) .  
يحق لأولياء الأمور الاطلاع على عرض السعر الأصلي الذي يوضح التكلفة الفعلية قبل تقديم الموافقة الخطية .  
إذا حصلت المدرسة على خصم بعد تحصيل الرسوم، يجب إعادة الفرق المالي إلى الطلبة المشاركين لضمان عدم تحقيق أي ربح .  
تُسجل إيرادات ومصروفات كل نشاط مدفوع بشكل منفصل ومفصل في السجلات المالية للمدرسة .  
يجب أن يبقى ملف النشاط المدفوع منظماً ومتاحاً للمراجعة من قبل إدارة تراخيص المدارس الخاصة .

## 8-الرحلات الدولية

تتطلب الرحلات الدولية تخطيطاً إضافياً يشمل تقييماً شاملاً للمخاطر، وتأميناً مناسباً، ووثائق السفر، وخطة اتصال واضحة، وترتيبات طبية وطوارئ، وقواعد سلوك موقعة من الطلبة وأولياء الأمور .  
يجب أن تكون عروض الأسعار للرحلات الدولية صادرة عن جهات أو شركات رسمية في دولة قطر أو في بلد الوجهة . ويمكن قبول عروض الأسعار من الجهة المنظمة مباشرة أو من وسيط معتمد رسمياً للفعاليات الدولية متعددة الدول .  
يجب الإفصاح الكامل عن جميع التكاليف لأولياء الأمور قبل الرحلة الدولية بشهرين على الأقل .

## 8- المتابعة والمراجعة

تراجع لجنة الرحلات والأنشطة تنفيذ هذه السياسة من خلال سجل الرحلات المدرسية، وتقييمات المخاطر، ونماذج تقييم الرحلات، وتقارير الحوادث، وملاحظات الموظفين والطلبة .  
تُراجع هذه السياسة سنوياً أو عند صدور توجيهات جديدة من وزارة التربية والتعليم والتعليم العالي .

## الملاحق

الملحق 1 – نموذج تعهد الأنشطة والرحلات المدفوعة .

الملحق 2 – نموذج طلب حافلة .

الملحق 3 – نموذج تعهد ولي الأمر للرحلات والأنشطة .

الملحق 4 – تقييم مخاطر الرحلة .

الملحق 5 – نموذج الزيارات المدرسية والمتابعة .

الملحق 6 – نموذج صف الرحلة .

الملحق 7 – نموذج تقييم الرحلة المدرسية .

الملحق 8 – نموذج تقرير حادث .

الملحق 9 – نموذج ملاحظات الطالب حول الرحلة .