Newton International Academy

NIA EYFS Trips & Activity Policy & Procedure

An International Community of Learners, Striving for Excellence and Celebrating Success

Approved by: Senoir Management Team
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Review Cycle: Annual

NEWTON INTERNATIONAL ACADEMY | BARWA

Vision & Mission

Vision
An international community of learners striving for excellence and celebrating success.

Mission
We aim to provide the highest quality of education possible for students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence at their level, enjoy creative diversity, develop critical thinking skills and become lifelong learners and responsible citizens.

We will work in partnership with our staff, students, parents and wider community to achieve our vision, providing a safe, supportive environment that promotes self-discipline and motivation.

Newton Group Values

Purpose

This policy outlines the aims, procedures and documentation required to organise, approve, and archive all EYFS school trips and activities at Newton International Academy, Barwa. It ensures compliance with Ministry of Education (MOE) regulations — specifically Circular (1) of 2024 and Circular (26) of 2025 — whilst safeguarding the wellbeing of every child.

At NIA, we believe that out-of-school activities are an important and enriching part of our students' education. Every trip taken by our EYFS children is linked to the curriculum and serves as an extension of the classroom learning environment, providing real-life experiences that bring learning to life.

Aims of School Trips

Educational Aims

- For students to see real-life examples of what has been studied in the classroom.
- To facilitate and deepen learning across all seven areas of the EYFS curriculum.
- To ensure variety, curiosity and interest within the curriculum.
- To observe and support students in an outside-school environment.
- To support children's Spiritual, Moral, Social and Cultural (SMSC) development through meaningful experiences.

Procedural Aims

- To ensure the wellbeing and safety of all students whilst out of school.
- To ensure buses and transport are booked correctly and on time.
- To ensure all relevant staff and management are informed when students, teachers and assistants are off-site.
- To ensure full compliance with MOE regulations and school policies.

1. Trip & Event Categories

As mandated by the MOE, all school activities throughout the academic year must fall into the following categories, with the specified proportions:

Category	Required Proportion
Curricular	**50%**
Educational	**20%**
National Identity	**20%**
Recreational	**10%**

2. Representing the School

School trips are an opportunity for Newton International Academy to present themselves positively to the wider community. All members of staff and students are ambassadors of NIA during trips.

- School uniform must be worn on all trips (please refer to the Uniform Policy).
- Staff accompanying pupils must follow the Staff Dress Code Policy — no jeans may be worn.
- Children whose behaviour may put themselves or others at risk should not attend the trip. Parents must be notified of this decision in advance.

3. Conduct on the School Bus

All students must adhere to the Bus Policy whilst travelling to and from trip destinations:

- Students must wear their seat belt at all times.
- Students must remain seated throughout the journey.
- Students must not disturb the driver by making excessive noise.

4. Teacher Responsibilities

Teachers are responsible for planning, organising and executing all aspects of an EYFS trip. The following steps must be followed in order:

Step 1 — Log the Activity

- Access the designated Google Sheet (Yearly Trip & Activity Plan 2025/2026).
- Enter activity details under the appropriate tab (Paid Activities or Free Activities).
- Ensure all columns are completed accurately: trip objective, MOE approval, parent letter, evaluation, etc.
- Data entry must be finalised by the end of August and December to allow time for MOE pre-approval.

Step 2 — Submit for MOE Approval

- Complete the MOE Trip Approval Form and submit it via the Team Leader to the Public Liaison Officer (PLO).
- Submit all documents at least three (3) weeks prior to the planned trip date.
- For overseas trips, submit documentation at least two (2) months in advance.
- Notify the Team Leader and Heads of School at least 2 weeks before the trip.

Step 3 — Bus Booking

Once MOE approval has been received:

- Request the Bus Application Form from Ms. Jeanne.
- Indicate whether the trip is student-paid or school-funded.
- Confirm MOE approval has been obtained before booking.

Step 4 — Prepare the Trip Folder

A hard-copy folder must be prepared and submitted to the appropriate office before the trip:

- Primary Receptionist (for EYFS / Primary school trips)
- Secondary TA (for Secondary school trips)

The folder must contain all required documentation as detailed in Section 6.

Step 5 — Letters to Parents

Once MOE approval is confirmed, letters must be sent home to parents including:

- Full details of the trip (date, destination, purpose, timings).
- A Parent Permission Form requiring signature and a telephone number.
- Any cost information if the trip is student-funded.

5. Supervision Ratios & Safeguarding

Adult to Child Ratios

The correct adult-to-student ratio is essential for the safety of our pupils:

Stage	Minimum Ratio
Early Years Foundation Stage (EYFS)	**1 adult : 6 children**
Key Stage 1 & Key Stage 2	**1 adult : 10 children**

If a risk assessment identifies greater risk, teachers must discuss revised ratios with the Team Leader / Management. Parents may be asked to accompany the class. No siblings or nannies are permitted unless accompanying a child with a specific medical need.

Special Medical Circumstances

If a child has a known serious medical condition (e.g. severe allergy, diabetes or any condition requiring emergency medication), the following must be in place:

- The parent or carer should accompany the trip to administer any emergency medication.
- All accompanying staff must be informed of the child's medical needs before departure.
- Emergency medication details must be recorded in the trip documentation folder.

6. Required Documentation for MOE Approval

All documentation must be submitted to the Public Liaison Officer (PLO) for MOE submission.

6.1 For Trips Within Doha

- Complete the Doha Trip Form.
- Provide a signed and stamped quotation from the venue or service provider (for paid trips).

6.2 For Events — Hosting

- Complete the Event Form.
- Include a signed and stamped quotation (for paid events).
- Attach all communications with external organisations (emails or letters).
- Include copies of communications sent to parents.
- Obtain all necessary approvals from external entities (e.g. Ministry of Culture, Qatar Charity).

6.3 For Events — Attending an External Event

- Complete the Event Form.
- Include a signed and stamped quotation (for paid events).
- Attach the official invitation or communication from the external organisation.
- Include a copy of MOE approval for the hosting organisation.
- Attach all communications sent to parents.

7. Trip Procedure

Before the Trip

- Submit all required documentation for MOE approval (at least 3 weeks in advance).
- Complete the bus booking (Step 3 of Teacher Responsibilities).
- Ensure a risk assessment is completed — for new venues, this must be done prior to the trip.
- Check, sign and date the Risk Assessment. One copy travels with the teacher; one copy is filed.
- Inform all Specialist Teachers timetabled to teach the class during the trip period.
- Arrange cover for any break duties that will be missed.
- Ensure the register is taken on SIMS and on the fire register, indicating whether each student is on the trip, absent or remaining at school.
- Submit a copy of the register together with the Risk Assessment to SMR.

On the Day of the Trip

The following must be submitted on the day of departure:

- Signed Risk Assessment Form
- Parent Consent Forms (all collected and filed)

- All staff on the trip must carry the following at all times:
- School and Management contact numbers
- First Aid Kit (collected from the School Nurse)
- A charged mobile phone
- A copy of the Risk Assessment
- Class list for each class on the trip

Staff must conduct regular head counts and roll calls throughout the trip. If an emergency occurs, the school must be informed immediately.

After the Trip

Once the trip is completed, the following must be submitted:

- Incident / Accident Report (if applicable)
- Invoice (for paid trips)
- Post-Activity Evaluation Report
- Hand the completed School Trip Folder to the Primary Head / Deputy Head.

8. File Requirements for Documentation

8.1 External Trips / Events Folder (Outside School)

- MOE Approval (mandatory for all paid activities)
- Correspondence and approvals from external entities
- Signed Risk Assessment Form
- Parent Consent Forms
- Incident / Accident Report (if applicable)
- Invoice (for paid activities)
- Post-Activity Evaluation Report
- Photographic Evidence

8.2 Internal Events Folder (Within School)

- Event Invitation or Announcement
- Event Assessment Report
- Photographic Evidence

9. Reporting & Recordkeeping

The Yearly Trip & Activity Plan 2025/2026 Google Sheet serves as the central log for all activity data. All entries must be accurate and completed promptly to support MOE compliance, approval, and audit readiness for the following academic year.

Data entry deadlines:

- End of August — for Term 1 activities
- End of December — for Term 2 and Term 3 activities

10. SMSC & Curriculum Links

All EYFS trips are planned to support children's Spiritual, Moral, Social and Cultural (SMSC) development and are linked to the seven areas of EYFS learning:

- Personal, Social and Emotional Development (PSED) — building confidence, social skills, resilience and independence in new environments.
- Communication and Language — encouraging discussion, questioning and exploration during visits.
- Understanding the World — exploring communities, local environments, cultural sites and people who help us.
- Expressive Arts and Design — experiencing art, music, movement and creative spaces beyond the classroom.
- Physical Development — supporting active participation, cooperation, turn-taking and fair play.

Trips also contribute to NIA's commitment to the Qatar National Vision 2030, promoting responsible citizenship, cultural awareness and environmental responsibility.

11. References & Related Policies

MOE Regulations

- MOE Circular (1) of 2024
- MOE Circular (26) of 2025

DfE Guidance

- Statutory Framework for the Early Years Foundation Stage (EYFS) — DfE
- Improving the Spiritual, Moral, Social and Cultural (SMSC) Development of Pupils — Nov 2013

Related NIA Policies

- Health, Safety and Wellbeing Policy
- Positive Behaviour Policy
- SMSC Policy (EYFS)
- EYFS Curriculum Policy
- Safeguarding Policy
- Uniform Policy
- Bus Policy
- Character Education Framework
- EYFS Assessment and Tracking Policy