



École européenne de Bruxelles IV (Laeken)
European School of Brussels IV (Laeken)

SECONDARY CYCLE

SCHOOL TRIPS AND OUTINGS POLICY – PARENTS & PUPILS

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1. SCOPE AND DEFINITION

These regulations apply to school trips and outings undertaken as part of the pedagogical programmes in the nursery, primary and secondary cycles of the European School of Brussels IV (Laeken).

The term “school outing” is used in this document to refer to an excursion with a maximum duration of one day.

A “school trip” is the term given to any trip where pupils are accompanied by teachers, which is longer than one day and involves a temporary change of residence for participants.

2. PARTICIPATION

Participation in preparatory work done and participation in the entire trip or outing is compulsory for all pupils, except with written authorisation from the school's Director granted due to exceptional circumstances.

In addition, parents/legal guardians must submit to the School's management a written statement that they accept the participation of and payment for their child in the trip/outing, without reservation or exception, including repatriation costs of the child for disciplinary reasons, as well as those of the teacher that accompanies them. By signing this document, parents undertake to pay the costs before the deadline(s) announced by the Coordinator/Management.

Parents/legal guardians must, on behalf of their child, purchase travel insurance that covers risks arising from any trip/outing as well as risks specific to their child (illness, hospitalisation, etc.).

Parents/legal guardians must notify the teacher in charge of the trip/outing of any medical condition their child has as well as informing them fully of any relevant treatment that must be followed. They must also ensure that the child is in possession of the required medication.

3. ORGANISATION

The execution of School trips/outings is the responsibility of the School. The principles of the general organisation of trips/outings will be set out at the Educational Council for the information of teachers and parents.

Any financial difficulty of parents should not be an obstacle to the participation of their child in a School trip/outing, which is compulsory. The School will seek to help organisers and parents find the financial means to participate in the trip/outing.

Parents should be notified of the trip/outing together with its costs in sufficient time to enable them to meet these costs.

The proposed trip or outing is subject to the approval of the Director of the School, and pupils will be required to participate in any activities deemed compulsory by the Director (General Rules of the European Schools, Art. 30.1.a)).

All arrangements necessary for the trip/outing will be executed by the School.

The Director of the School will designate a teacher in charge for each trip/outing.

The timely sourcing and provision of valid and adequate travel documents for the trip/outing is the responsibility of the parents – bearing in mind that legal requirements may at times be complicated – for example (a) for children of diplomatic status; (b) travel outside the Schengen zone; (c) travel authorisation stamped by the commune/commission. The parents must also make sure that their children may travel in a group together with other children, supervised by teachers who are not the parents.

4. DISCIPLINE

The school expects all pupils to behave appropriately and to give a good image of the school during school trips and outings. Pupils must follow the instructions of the supervising staff members at all times. Not complying with the school rules or the staff members' instructions may result in exclusion from future school trips and outings or in the participant being picked up by their parents (after informing their parents and the school management) at their own expense and at their own risk.

School trips and outings are an extension of the school's pedagogical programme and, as such, all existing internal rules and policies apply, e.g. "Anti-Bullying Policy", "Code of Good Conduct", "Anti-Drugs Policy", etc.

Important: As per Article 42 of the "General Rules of the European Schools", a pupil may be excluded from one or more school trips/outings during the academic year due to serious disciplinary breaches. If a pupil has had discipline issues at School in the year of the excursion or trip, the participation to the School trip/outing could be denied. This would not constitute a suspension from the school. In this case, the pupil would attend school joining the lessons of another year group.

The following regulations will apply from the start of all school trips and outings:

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1. Pupils must behave in such a way as to ensure the health and safety of other participants as well as the reputation of the school, pupils and staff.
2. Pupils must behave respectfully towards the habits, customs, laws and regulations of the host country and refrain from any act likely to offend the sensitivity of local people.
3. The possession, custody, purchase, sale, exchange, free distribution, import, export and consumption of **TOBACCO PRODUCTS, ELECTRONIC CIGARETTES, VAPES, ANY COMMONLY ILLEGAL DRUGS/PRODUCTS, WEAPONS OF ANY KIND, ALCOHOLIC DRINKS OR ENERGY DRINKS** is prohibited.
4. Intimate relationships involving sexual interactions are forbidden.
5. All acts likely to undermine the person or property of pupils or third parties are prohibited.
6. After consultation with other teachers, the teacher in charge may organise free time, adapted to the pupils' age, the trip's/outing's location and other relevant circumstances to ensure pupil safety and respect for the area and local customs.
7. Parents are advised of the possibility of free time being organised. If parents do not agree to their children participating in free time, they must notify the responsible teacher in advance and in writing. During free time, pupils need to commute in groups of at least three and each one must carry: their identity papers, other documents required by the host country's law or local regulations, the complete address and telephone number of the accommodation, as well as means to return there (e.g. a transport ticket, pocket money...).

8. Pupils must be able to reach their teachers and be constantly contactable by TEAMS at all times during authorised free time periods. If a pupil cannot access the internet or TEAMS on their personal device, they will not be able to be separated from teachers during free time.
9. During free time, the teacher in charge or their delegate must be constantly contactable by TEAMS.
10. Pupils are not permitted to leave the group's accommodation by night in a manner not prescribed by the teacher in charge.
11. Phones, headphones, other electronic devices, etc. are only permitted when allowed by teachers, and under the pupil's own responsibility. Neither the school nor the teachers are responsible for the loss or theft of these devices. It is prohibited to use them during any activities without the permission of the teacher.
12. Parents and pupils are required to respect the ICT and TEAMS Charters as well as the school's internal rules and other regulations related to school activities (Internal Rules of the secondary cycle, Policy on the Use of mobile phones).
13. The privacy policy concerning the publication of photographic material by any means must be respected.

5. SUPERVISION

Supervision will be carried out by all teachers under the direction and authority of the teacher in charge. This supervisory power means that there is a possibility that the teacher in charge may carry out investigations in the rooms and belongings of pupils if there is a reliable, accurate and consistent serious breach of these regulations or in order to prevent a breach of the rules from occurring. A second teacher or adult must be present during this search.

The teacher will make all necessary arrangements for the safety of pupils and will immediately notify the school management and the parents or legal guardians in case of problem.

Pupils must conform to the instructions of the teacher in charge and other teachers.

6. DISCIPLINARY ACTIONS

Violations of these regulations may result in consequences determined by the teacher in charge, following consultation with other teachers and after hearing the pupil's defense.

Without prejudice to disciplinary action which may be undertaken if necessary, after the return of the group, the teacher in charge may exclude the pupil from all or part of their free time.

In the event of serious infringement (drug use, unlawful conduct, etc.) and without prejudice to judicial procedures in the host country, disciplinary action will systematically be convened when returning from the outing/trip to determine sanctions (including potentially banning the pupil from all other outings or trips during that school year).

In the case of a serious violation of these regulations, the teacher in charge will promptly inform the school's management. In consultation with the management and other teachers, and after hearing the pupil's defense, a decision may be made regarding the pupil's immediate repatriation. Should this occur,

parents will be asked to pick up their child without delay, regardless of the location. The pupil's parents will be invited to the trip's/outing's location, where they will assume responsibility for the pupil. This includes the costs of return travel and any necessary actions related to third parties.

If it is not possible for the parents to travel to the trip's/outing's location, the pupil will be accompanied by a teacher, with the associated costs covered by the parents/legal guardians. The teacher's return travel expenses will also be the responsibility of the parents/legal guardians.

7. INSURANCE

The school has an insurance policy (AIG policy 9004167) that insures pupils and staff against accidents, sickness and property damage which might arise during school trips and outings. Additional cancellation insurance must be taken out for all school trips and will be included in the final cost.

If pupils do not participate in outings or trips for reasons not covered by the insurance policy, parents/legal guardians will not be reimbursed.

Even though pupils are covered by the school's insurance when participating in school trips and outings, it is recommended that they also carry details regarding any additional insurance they might have (European Health Insurance Card, SIP card etc.).