



SCUOLA EUROPEA di VARESE

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RULES FOR SCHOOL OUTINGS / TRIPS **Nursery and Primary school**

A- DEFINITION

“School trips” thus every transfer away from school which lasts more than one day and which involves an overnight stay, constitute an essential element in the formation and multicultural education adopted by the European Schools. The rapport between pupils and their teachers becomes stronger and the element of European solidarity is born thanks to a better understanding of ones own culture and that of others around them.

B- SCHOOL TRIP FOR THE PRIMARY SCHOOL

Every year the European School of Varese organizes trips for the primary school for all pupils in the fourth and fifth classes; One trip for the fourth year classes and one for the fifth year classes. This does not exclude the possibility of organizing other day trips throughout the year for these classes.

The trips usually take place in June and are organized by the level coordinator for that year group. The proposed trip is presented to the Director, who assesses whether the trip respects the criteria outlined in the regulations. The pupils and parents will receive a detailed description of the trip, which will provide addresses and emergency telephone numbers of the selected destination as well as a quote for the maximum cost of the trip by the month of May.

The trip will last a minimum of three days (for the fourth year classes) and five days (for the fifth year classes) with destinations being preferably on Italian territory and accessible by bus.

The cost of the trips (based on the length of the stay) will be a maximum of 250€ for the fourth year classes and 300€ for the fifth year classes. All expenses for the trips must be included in the final cost: transport, food and board, and all activities detailed in the program.

For the fourth and fifth year class trip, the teachers will organize an informative evening for parents.

If requested by the year level, it is possible to organize a trip for the third classes, with a maximum stay of two days and with the selected destination being a short distance away from school.

C- DIDACTIC TRIPS AND EXCURSIONS FOR THE NURSERY AND PRIMARY CLASSES

For all classes, it is possible to organize didactic trips and excursions which do not last more than one school day. In such cases, the trips should be related to a topic or theme being taught. Usually, three trips per academic year are allowed for each year group, which are considered effective school days.

The trips will be organized by the level coordinators.

All related expenses must be included in the cost of the trip: transport, living expenses where necessary, and activities or workshops organized on the trip.

An outline of trips for the year, which includes destinations, dates and approximate costs must be presented to the parents during the first teachers / parents' meeting in September.

D- GENERAL OBSERVATIONS: SCHOOL TRIPS AND DIDACTIC EXCURSIONS

1. Students will be accompanied by the number of teachers indicated in the 2002-D-54 (adult/pupil ratio = 1/15) document. For pupils in the nursery a smaller ratio is advised due to the younger age of the children. Usually, accompanying adults can be of both sexes. A continuous supervision of pupils throughout the trip must be guaranteed.
2. The teachers and accompanying adults will be provided with a medical bag for emergencies as well as emergency telephone numbers.
3. The organization and payment of the trip will be made in the school's name in order to, where possible, claim back tax.
4. The various costs will be periodically re-assessed. For trips whose payment is to be made at the end of the trip, teachers will provide the accountancy department with a final balance which will include receipts. A breakdown of costs and expenses will be made accessible for viewing in the secretary's office.
5. All families are obliged to sign - during September teachers/parents' meeting - a written consent form, stating their acceptance for their child to participate in all the excursions / activities planned during the school year (*school trips as per point B excluded**) and their agreement to provide relevant payment (see Annexe 1).
The relevant amount will be included in the "payment bill" sent by the school in September. Parents are required to respect the deadlines for handing in the authorization form and the payment, with failure to do so resulting in the child's possible exclusion from the trip.
(*for school trips, a separate letter enclosing authorization form and payment details / instructions will be transmitted within the month of May)
6. Refunds : at the end of the school year, the families may ask the school for reimbursement for those activities / outings in which the child could not participate (see Annexe 2). The money not claimed before 10th July will be devolved to a fund in favour of the 'Treasure Island' Library (see decision of the Board of Directors – written procedure EEVA_2015-3).
7. Teachers will provide parents with a list of the requirements for the trip for example, clothing, equipment, luggage etc and will state a maximum amount allowed as pocket money.
8. For overnight stays, parents are required to complete a medical form for their child/children. Parents will also provide an emergency phone number. It is the parents' responsibility to inform the school of any changes in contact information.
9. The register will be taken in class before leaving for the trip / outing.

10. Insurance: in case of an accident, the children are covered by the school's insurance.
11. The buses provided for the transfer of children to their destinations must be equipped with functioning seat belts which must be worn by children whilst on the bus. Age appropriate films to be watched on the bus will be selected by teachers.
12. Pupils who cannot participate on the trips / outings will remain under the parents' responsibility.
13. In the case that a child does not respect the "code of behaviour" signed and agreed before the school trip, the child in question can be sent home, without forewarning and transfer expenses will be charged to the parents. (general regulations)

Varese, 15/09/2015

EUROPEAN SCHOOL OF Varese
Nursery & Primary Cycle

DIDACTIC ACTIVITIES / OUTINGS
SCHOOL YEAR 2015-2016 - CLASS.....

I the UNDERSIGNED

FATHER / MOTHER / GUARDIAN OF THE PUPIL

CLASS SECTION.....

AUTHORIZE MY CHILD TO PARTICIPATE IN ALL ACTIVITES / OUTINGS OF THE
SCHOOL YEAR 2015-2016 OF THE CLASSES

I AGREE TO PAY THE RELEVANT AMOUNT OF € WHICH INCLUDES ALL THE
ACTIVITIES / OUTINGS PLANNED AND WHICH WILL BE INDICATED IN THE PAYMENT
BILL SENT BY THE SCHOOL IN SEPTEMBER.

I DULY TAKE NOTE THAT :

-THE PAYMENT HAS TO BE MADE WITH RESPECT TO THE DEADLINES, FAILURE
TO DO SO WILL RESULT IN THE CHILD'S POSSIBLE EXCLUSION FROM THE ACTIVITY
/ OUTING.

-AT THE END OF THE SCHOOL YEAR I MAY REQUEST THE SCHOOL TO REFUND
THE COST OF THOSE ACTIVITES / OUTINGS WHICH MY CHILD COULD NOT ATTEND.
(RELEVANT FORM AVAILABLE FROM THE SECRETARY'S OFFICE).

-I ACCEPT THAT THE OUTINGS TAKE PLACE DURING NORMAL SCHOOL HOURS.
IT WILL NOT BE POSSIBLE TO TAKE OR COLLECT THE CHILDREN TO / FROM
THE SITE WHERE THE OUTINGS TAKE PLACE. A SPECIAL STOP WILL BE ORGANIZED
IN FRONT OF THE JRC ONLY ON THE WAY BACK FROM THE OUTINGS IN THE AREA
OF ISPRA-ANGERA.

READ AND APPROVED WHAT ABOVE INDICATED .

Date ,

SIGNATURE



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Varese,

Ref : REQUEST OF REFUND – DIDACTIC ACTIVITIES / OUTINGS

I the undersigned, parent / guardian of the pupil..... of the class.....

kindly request the refund of the costs of the following activities / outings due to the justified absence of my child on the dates indicated :

	Activity / Outing (destination)	Date	Cost to refund
1.			
2.			
3.			

Bank transfer to be made on the following current account :

Name of the beneficiary :.....

IBAN

SWIFT

Parent / guardian signature

.....

Authorization of the Deputy Director

.....

*for information : the amounts not claimed before the 10th July will be devolved to a fund in favour of the 'Treasure Island' Library (decision of the Board of Directors - written procedure EEVA_2015-3)