

Off-Site Trip Policy - Primary

Updated Aug 2024

Off-site school/field trips are organised for educational purposes, linked to the school's curriculum, to enhance and enrich our student's learning experience.

The teacher/pedagogue must notify both parents and the administration of the upcoming school trip in advance. The teacher must also notify the other teachers minimum if they are taking the class on a field trip during their classes.

The immediate manager is informed via Aula a minimum of two weeks in advance to provide an overview of the teaching resources for the day(s). The following Information is required: Destination, class, participants, departure and arrival time at school.

School trips within walking distance of the school, e.g. places in Carlsberg Byen like J. C. Jakobsens Have or Søndermarken, can be taken spontaneously on the day, but the Administration must always be informed prior to the trip by noting it on the list in the administration.

The number of adults required on a school trip is decided upon an assessment of the nature of the trip and the age and needs of the pupils. If public transport is used, a minimum of two adults are required.

Parents can participate on school trips as **chaperones** responsible for students during the trip. If parents participate as chaperones, the school will require consent from the participating parents to obtain child- and criminal records for the parents in question. Names and social security numbers of participating parents should therefore be sent to the secretary responsible for accounts and personnel two weeks before the trip so the appropriate background checks can be made.

On school trips, it is not allowed for the students to bring money and/or to purchase anything during the trip. Chaperones are asked to refrain from doing so as well.