**2512 KUKU DISTRICT SCHOOL**

**SCHOOL EXCURSION POLICY**

1. Appoint an excursion coordinator
2. Prior arrangement of various places of visitations to be made.
3. Parental and Ministry’s consent to be taken.
4. Parents to be notified by newsletters of the itinerary and the departure and arrival time.
5. Allocate recess and lunch time for the children.
6. The mode of transport to be OHS compliance.
7. Prior arrangement of the back-up service to be made by the transport company.
8. Children’s emergency contact with class list to be kept.
9. Identify children with special needs and work out ways of helping in case of emergency.
10. First aid kit to be prepared and kept during the excursion.
11. Children should:

* Be in their proper school uniform.
* Have proper school shoes[no flip-flops or high heels]
* Not carry any expensive items such as mobile phones, cameras, jewelries etc.

1. During boarding:

* Inspect the transport.
* Roll call.
* Children to board the transport in an organized manner.
* Ensure all children to be seated comfortably.
* The above to be carried out at all time during boarding.

1. Briefing for excursion participants:

* Emergency response
* Good behavior
* Travelling guides
* Do not disturb the driver

1. Supervision in the transport

* Supervisor to be seated between the children
* All supervision and communication strategies to be followed

1. The driver to be in sober and have a valid driving license

* Monitor the driver’s driving
* Remind the driver if he is not following the rules
* If the driver continuously breaking the rules, ask to stop the vehicle and call the relevant authorities to warn him.

1. Boarding off:

* The transport to be parked properly
* A supervisor to get off first
* Children to get off in an orderly manner
* All children to assemble outside the transport
* Children to follow the supervisor upon his/her signal

1. Children to be divided into groups[prior arrangement] with the maximum teacher per children’s ratio of 1:25
2. During the site visits, a supervisor to take responsibility of their groups.

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**WATER CONSERVATION POLICY**

The school water conservation policy requires:

1. All children and teachers to have water bottles for drinking
2. All children to use water bottles while brushing their teeth and washing their hands
3. Everyone to see that water taps are closed properly after use
4. Water taps are only to be used during recess and lunch break for filling water bottles
5. All to be cautious when using tap water for cleaning purpose
6. Urinal in boy’s toilet to be turned off daily
7. Children to report any broken pipes or taps to the teacher on duty [T.O.D]
8. T.O.D’s to report for any broken pipes to his/her level supervisor and the level supervisor to inform Head Teacher and Management
9. Management to immediately attend to any reported broken pipes or taps
10. A key/lock to be placed for toilets which needs to be turned off daily to avoid water wastages in toilets in case of damaged pipes

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**TIME BOOK POLICY**

1. All teachers to be in school before 8.00am.
2. All teachers should sign in as soon as they arrive into the school compound.
3. All staff members to fill in the correct time of arrival.
4. Departure time is after 3.30pm.
5. Sign in and out for yourself, not for any other member of the staff.
6. Sign in red pen after 8.00am and early departure before 3.30pm.
7. All late arrivals and early departure to be filled in red pen and reasons to be entered in the remarks columns.
8. In case of absence or late arrival, notify the head teacher first thing in the morning.
9. Submit leave application on FEMIS on the date of absence and no later.
10. Indicate the type of leave you have taken upon resumption in the time book.
11. Do not remove time book from office.
12. Keep the time book neat, and sign appropriately.