

Procedure for Primary School Trips in Primary

Step 1: Create a brochure for parents in DE, EN, FR with the main elements of the trip

Special mention of the General rules and guidelines for school trips

(1) [2022-D-54-en- Guidelines for school trips and outings organized in the nursery and elementary school of the European Schools](#) / page 3, article 3.4 + page 4, article 5.3/4

(2) [General Rules of the European Schools](#)/ Ref: 2014-03-D-14-en-12 / Page 28, Article 42, Paragraph b

Step 2: Meeting of the pedagogical coordinator, school trip coordinator with each of the teachers of the participating classes

In order to have an overview of the students who

- a) have special needs
- b) have difficulties and behavioural problems in daily school life
- c) may need the support of local legal guardians.

Step 3: Individual meetings with the parents of the above-mentioned students with the school management, the pedagogical coordinator and the school trip coordinator

In principle, all students should be included in the school trip.

However, the school cannot meet all the needs. Therefore, parents may be asked to, to travel individually, seek accommodation independently of the school trip and bring their child to the activity in the morning and pick him/her up in the afternoon or evening.

Parents of students experiencing difficulties and behavioural issues at school may also be asked, as noted above, to be present and pick up their child immediately if necessary, or to stay overnight with their child.

If this support is not possible from the parents, the school cannot guarantee the child's participation in the school trip.

Step 4: Organization of an information meeting for all parents of the school trip with the school administration and the school trip coordinator

The presentation projected during the meeting is sent to the parents after it.

Step 5: FAQ

The school collects all the questions asked by parents, prepares an FAQ and communicates the questions and answers to parents.