AARHUS
INTERNATIONAL
SCHOOL

AIS Overnight Field Trip Policy

General information

Field trips are an important part of a student's learning experience. Field trips will always be used to enhance students' understanding of curricular learning targets as well as, on occasion, for development of important learning skills. Students will engage in such learning experiences off campus on a regular basis. Trips which involve an overnight stay may be preceded by an information meeting.

Costs

Trips are compulsory with a parental cap (PYP: 2000DKK, MYP 3500DKK). Parents will know the cost from the beginning of the year and will be able to pay in instalments.

Dietary Requirements

If your child has any special dietary requirements, please inform us well in advance of any overnight field trips. While we will make every reasonable effort to accommodate these needs, please note that we cannot guarantee all requirements can be met at every location.

Gender Issues

Any student who is receiving gender support within school is entitled to stay in a room of their preference.

Insurance

AIS has specific field trip insurance for school visits, but we do recommend that families take out their own travel insurance for their students as there are several exceptions in the policy. If you have further questions about insurance for individual field trips, please ask your trip leader. Students who are EU citizens should bring their blue EHIC card on all trips.

Medication on Field Trips

As a rule, staff only administer medication to children with chronic or long-term illnesses, such as asthma, epilepsy, and diabetes.

We refer to the school's policy regarding "Medication During School Hours and on School Trips" available on our website.

Passports & Visas

School students who are not EU citizens but who have a residence permit in Denmark must be registered by the school on the so-called EU School Travel List.
The school must be informed of this no later than two months before departure

Students who are not from the European Union should bring their residency card on all school trips. If necessary, the school will complete an additional form for non-EU citizens for immigration purposes.

Refunds

If your child is unable to participate in a field trip for example due to illness, lack of a passport, or because your child is no longer enrolled at the school, the school will refund your payment, except:

- Any amount that has already been paid to a third party, typically a hostel, DSB or similar.
- Any amount that is part of an overall agreement that ensures a specific price for all participants.

The school will not refund your payment if:

- Your child is still enrolled at the school, but you decide that he/she will not participate in the field trip or in other activities included in the payments.

Rules of Conduct on Field Trips

Students are required to sign a behaviour contract before going on an overnight Field Trip. We do this to ensure that the students know what is expected of them, and what the consequences may be if they do not meet the expectations. See appendix 2 for the behaviour Contract template.

Safeguarding

Students will stay in rooms according to their gender while teachers will have their own individual rooms, within a short distance away, in order to support or help in case of emergency.

PYP Trips

Students in upper PYP participate in overnight trips within Denmark in the month of May each year. PYP 7 students participate in a 2 day/one night trip in Jutland, while PYP 8 participate in a 3 day/2 nights trip usually to Copenhagen. The PYP students take an active role in planning and preparing the trips with their teachers, reflecting on the budget and the impact on their experiences. The PYP7 field trip has transdisciplinary focus led by Visual Arts which focuses on the Central Idea "Creating and Responding to Art Develops Understanding of Ourselves and the World Around Us."

During the PYP8 field trip, students apply their learning of Danish language, history, culture and architecture, on the trip. Students connect previous Units of Inquiry from the PYP experience to experiences in Copenhagen, *such as their Exhibition topics, Science Fair and experiments at the Experimentation, Space to the Planetarium, math units to the Guiness Record Museum*.

An information meeting for each field trip will be held for parents in January where the details of the trip will be shared. All PYP field trips are compulsory. Exceptions will only be made in cases of medical or religious/cultural reasons, and these should be applied for in writing to the Primary School Principal. Lessons will not be made available for students who are unable to attend. If any families are having issues with the financial aspect of the trip, they are asked to contact the Head of School in strict confidence as assistance may be available.

MYP1-4 Trips

MYP 1, 2, 3 and 4 classes will each take a Study Trip at the end of May in the same week. Study Trips are both academic and social highlights of the school year. Classes prepare and plan the trips as a year group, with a team of teachers, and in cooperation with parents. It is a requirement of the trip that students consider angles such as budgeting, social framework, and tour planning. Students may plan fundraising events to help support the trip. An information meeting for parents will be held before each overnight field trip. During the Study Trip week, practical classes are integrated throughout the trips incorporating the MYP subject groups. Classes are not held in school for MYP students during that week. All MYP1-4 trips will take place in the same week (middle of May). MYP Study Trips are compulsory. Exceptions will only be made in cases of medical or religious/cultural reasons, and these should be applied for in writing to the Middle School Principal. If any families are having issues with the financial aspect of the trip, they are asked to contact the Head of School in strict confidence as assistance may be available.

MYP5 Trips

MYP5 students participate in two trips during the school year – one in December after the Personal Project exhibition and one locally following the completion of their MYP eAssessments. The purpose of this trip is to celebrate their graduation and successful completion of the MYP programme at AIS.

Aim and Purpose of MYP Field Trips:

1. To integrate the components (Global Contexts) of the Middle Years Programme in a real-world setting.
2. To complement and extend Interdisciplinary Units of Inquiry.
3. To complement and extend the AIS Service as Action programme.
4. To give students in each grade a chance to get to know each other, make friends and express themselves.
5. To give all students an opportunity to experience different cultures and languages in Europe, as well as Denmark as their host country.

Appendix 1: Overnight Field Trip Chart - Proposed Trips for 2025-26

Class	Location	Objective/Curriculum Link
PYP7	Odense	Host Country Knowledge/ Appreciation of the Aesthetic
PYP8	Copenhagen	Host Culture Knowledge/ language, history, culture and architecture
MYP1	West Coast of Jutland	Host Country/Sustainable Tourism
MYP2	Skagen	Renaissance IDU – Discoveries/Exploration/Arts
MYP3	Copenhagen	Active Living/PHE/Host Culture/Danish Language
MYP4	Berlin	History/Literature/Language Acquisition
MYP5	Local	Graduation Trip

Appendix 2: Field Trip Behaviour Contract - EXAMPLE

Student Field Trip Behaviour Contract

This contract outlines the expectations and responsibilities of students participating in field trips.

Student Responsibilities:

Follow Instructions: Listen to and follow all instructions given by teachers, chaperones, and guides promptly.

1. **Stay with the Group**: Remain with the group at all times unless given explicit permission by a supervising adult to do otherwise.
2. **Respect**: Show respect to all individuals, including peers, teachers, chaperones, and members of the public. This includes using polite language and following rules.
3. **Safety**: Prioritize safety by behaving responsibly. Do not engage in risky activities or leave designated areas without permission.
4. **Property**: Respect property and facilities, both at the destination and during transportation.
5. **Conduct**: Maintain appropriate behaviour at all times. This includes refraining from disruptive actions, using electronics only at permitted times, and adhering to the dress code.
6. **Responsibility**: Take responsibility for personal belongings and ensure nothing is left behind.
7. **Substances**: Do not bring or use any prohibited substances, including drugs, alcohol, and tobacco.
8. **Attendance**: Arrive on time for all scheduled activities and meetings during the trip.
9. **Smartphones** may not be brought on Field Trips

Parent/Guardian Responsibilities:

1. **Support**: Support your child in understanding and adhering to the behaviour expectations outlined in this contract.
2. **Emergency Contact**: Provide accurate emergency contact information and be available for communication during the field trip.
3. **Consequences**: Understand that if your child violates the terms of this contract, they may face consequences, which could include being sent home early at your expense.

School Responsibilities:

1. **Supervision**: Provide adequate supervision to ensure student safety and wellbeing.
2. **Communication**: Keep parents/guardians informed of any significant issues or changes to the trip itinerary.
3. **Support**: Offer support to students to help them follow the behaviour expectations and address any concerns that arise during the trip.

By signing this contract, students and their parents/guardians agree to the terms and conditions detailed below to ensure a safe, enjoyable, and educational experience for everyone involved.

Student name	Student signature	Date

Parent/Guardian name	Parent/Guardian signature	Date