

Before any school trip from Green Oasis School is organized it needs to be sanctioned by the School Trips Committee. This committee will consist of the Principal, Vice Principal, Head of Primary or Secondary (as appropriate), Head of Finance, Head of Support Services, a teacher from the class/department organizing the trip and parent representatives.

必须事先得到学校实践活动委员会的批准后，方得以组织城市绿洲学校校外实践活动。学校实践活动委员会由校长、副校长、小学部或中学部主任（视实际情况而定）、财务主任、后勤部主任、一名组织实践活动所属班级的教师/学科组教师以及家长代表所组成。

All trips must have a clear educational purpose, which relates directly to the curriculum.

所有的实践活动都必须具备明确的教育目标，并与教学课程直接相关。

The trip can only take place once the official confirmation is given by the Bureau of Education. It must comply with the following guidelines:

经教育局正式确认后，实践活动才能举行并应符合以下指导准则：

- ✧ Be registered in the Safety Office in the Educational Bureau 7 days in advance
活动七天前于教育局安全办公室报备登记。
- ✧ For students in the compulsory education – up to 15 years of age, trips are limited to one day within the city;
参与学生属于义务教育阶段的 – 至十五周岁者，活动限制在一天以内市内的活动。
- ✧ For students in Year 11, trips are limited within the city, however if it needs to be outside of the city, then it is limited within 5 days to ensure students safety.
参与学生为 Y11 生的，活动限制在市内的活动，若有需要到市以外的，为确保学生安全，应限制为五天之内的活动。
- ✧ Only choose qualified and authorized agents
只选择具有资质的外部单位。
- ✧ The decision regarding all trips must be made by school and parents together.
关于活动的所有决定必须由家校双方共同制定。
- ✧ The school is not allowed to solely make decisions.
不允许校方单方面作决定。
- ✧ When registering the trip application, meeting minutes with attendee's signatures are required.
办理活动登记备案时，必须附上有与会者签名的会议记录
- ✧ To visit the trip premises in advance, plan the transportation routes ahead and to set plans for students walking.
活动前勘查地点、事前计划交通路线并规划学生行走路线。
- ✧ Compile all the information in a report and to let all related agents and all staff and students in the school to know about it.
将所有信息收集成册，并通知所有相关的外部单位以及全校师生。

In addition to the Bureau's Guidelines GOS requires a trip to: 在教育局的指导准则之上城市绿洲学校还要求：

- ✧ have a clear educational purpose 实践活动应具备明确教育目的
- ✧ be appropriate to the age group 适合学生年龄参与
- ✧ be of a reasonable cost 价格合理

TRIP POLICY

Educate, Nurture, Inspire Excellence

- ✧ be properly planned with a full commitment to the safety and well-being of students and staff. 以师生安危为重，妥善安排规划。
- ✧ be appropriately staffed 适当配置教职员参加

All applications must be submitted to the Principal two weeks prior to any trip taking place using the up to date procedures and forms. Any trip which does not comply with the above will not be permitted.
应于活动前至少二周以前按照当前最新的流程和表格向校长提出审批申请。不符合上述准则的活动申请将不会得到准批。

Departments are required to discuss future trips one semester in advance and any trip needs to be built into the relevant Scheme of Work.

要求学科部门提前一学期对未来的活动计划进行讨论，并应归整到工作计划当中。

Procedures for trips are available as an appendix to this document.

实践活动组织流程应参照本文件附件。