



RAFFLES
INTERNATIONAL
SCHOOL

Educational Visits Policy and Procedure

School Vision, Mission and Core Values

Our Vision

Providing world-class education

Our Mission

To empower students with a holistic, rigorous and international education for success in an ever-changing world




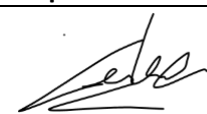
Core Values

Achievement | Collaboration | Innovation | Integrity | Respect | Responsibility

Adopted: November 2014

Last Revised/Amended: November 2024

Next review: November 2025

CEO/Board		 Principal
 Head of Primary School	 Head of Secondary School	 Other relevant staff

Educational Visits Policy and Procedure

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1. Rationale

1.1 Value of Educational Visits

Raffles International School (RIS) recognises the importance of educational visits in enhancing students' learning experiences. These visits provide unique opportunities for students to apply classroom knowledge in real-world settings, promote personal development, and encourage the building of social and interpersonal skills.

1.2 Adherence to Regulations and Guidelines

RIS follows local regulations and best practices for managing educational visits, ensuring a balance between enriching learning experiences and the safety of students. A designated Trip Leader oversees the planning and execution of all educational visits in line with legal requirements.

1.3 Trip Leader Responsibilities

All Trip Leaders must review this policy, the associated procedures, and the trips checklist to ensure a thorough understanding of their responsibilities. The safety and well-being of students are paramount, and staff are responsible for ensuring compliance with the school's safeguarding procedures.

1.4 Student Safety and Behaviour

RIS upholds a high standard of behaviour during educational visits, which aligns with the school's behaviour policy. Students are expected to behave responsibly, while staff are tasked with maintaining student safety in line with safeguarding procedures.

2. Approval for Visits

2.1 Approval Process

All visits outside the school must be approved by the Head of School/Principal. This includes an evaluation of the visit's feasibility, safety, and organisation using the Raffles International School Field Trip Permission Form

2.2 Head of School's Discretion

The Head of School/Principal holds the final decision-making authority regarding the approval of trips. This ensures that all factors, including safety and the learning objectives, are considered.

2.3 Field Trip Permission Form

An initial proposal for all trips, including overseas and residential trips, must be submitted using the 'Raffles International School Field Trip Permission Form'. This form must be signed off before any trip is approved.

2.4 External Providers

External providers or tour operators must submit proof of insurance, risk assessments, and relevant qualifications to ensure compliance with safety standards.

3. Competence to Lead

3.1 Staff Competence Assessment

Before a trip is approved, all staff members leading the trip must undergo a competence assessment conducted by the Head of School. This ensures that the staff member is adequately qualified to manage the group and handle any specific risks associated with the activity.

3.2 Considerations for Activity Leadership

The Head of School will consider the leader's previous experience, qualifications, and any relevant certifications, particularly for adventurous or outdoor activities, to determine competence.

4. Outdoor/Adventurous Trips

4.1 External Provider Requirements

For outdoor and adventurous trips, all external providers must supply documentation that proves their insurance coverage, qualification details of staff, and safety procedures. This ensures that the provider is adequately equipped to handle the activity.

4.2 Residential Trip Checks

For residential trips, additional checks will be performed to ensure that the accommodation is safe, secure, and suitable for educational purposes.

5. Assessment of Risk

5.1 Risk Assessment Procedure

Each educational visit must be preceded by a comprehensive risk assessment. This will identify potential hazards and outline control measures to mitigate risks, ensuring that all activities can be carried out safely.

5.2 Types of Risks

Three types of risks must be considered:

- **Generic Risks:** Risks common to all off-site activities.
- **Event-Specific Risks:** Risks unique to the specific activities planned.
- **Ongoing Risks:** Risks that need monitoring and adjustments during the visit.

5.3 Risk Assessment Approval

Risk assessments must be updated and signed by the Trip Leader before approval, ensuring that the risks are thoroughly understood and managed.

5.4 Documentation for Staff

Copies of risk assessments, the Accident and Emergency Policy, and the Incident Report form must be distributed to all accompanying staff. These documents must be read, understood, and signed by all staff members prior to embarking on the trip.

5.5 Dynamic Risk Assessments

Dynamic Risk Assessments take place during trips. Staff are expected to exercise due caution throughout all activities and if any activity is deemed unsafe, any staff member may share their concern with the Trip Leader or take the decision to cancel the activity. Student safety is paramount. On occasion when weather conditions may change or previously planned safety procedures may not be in place and staff are to recognise risks and hazard and take actions.

At no point are students to engage in an activity that has not been assessed for risk.

6. Plan B

6.1 Contingency Planning

Unexpected issues, such as illness, transport delays, or venue problems, may arise during trips. A contingency plan must be in place for such occurrences, and all staff should be familiar with this plan.

6.2 Access to Emergency Information

All staff should have access to emergency contact information and backup plans for foreseeable issues.

7. Staffing Ratios

7.1 Determination of Ratios

The Head of School and Educational Visits Coordinator (EVC) will determine staffing ratios based on the type of activity, duration, venue characteristics, weather, and student needs.

7.2 General Staffing Ratios

The following general ratios apply – they are general as each trip and accompanying adults and students are unique. Therefore, it is the duty of the Trip Leader, EVC and Head of School to ensure, through appropriate risk assessment, that the ratio of adult staff to students is suitable. For example, some students may benefit from 1:1 adult support and these staff members should not be included in the ratio. If any trip is expected to exceed the ratios below the Head of School/Principal must be informed prior to the trip taking place to ensure appropriate measures are in place:

- 1:10 for local Secondary trips and rewards
- 1:10 for Primary trips
- 1:10 for adventurous, residential, or international trips

- 1:10 for International Trips
- 1 staff member per sports team not exceeding 15

7.3 Gender Considerations

For mixed-gender groups, both male and female staff must accompany the group. Further advice on staffing ratios should be sought from the Trips Leader and Head of Primary/Secondary.

7.4 Adjustments for Staff Injury

If a staff member sustains an injury or becomes unwell, plans must be in place to maintain the appropriate student-staff ratio, which may include canceling or terminating the trip if necessary.

7.5 Considerations for Students with Additional Needs

Staffing ratios should be adjusted as needed to support students with additional needs, following the risk assessment. Parental support requests will be considered individually and must be approved by the Head of Inclusion or SLT. All arrangements must meet safety and logistical guidelines.

8. Supervision

8.1 Supervision Guidelines

Students must be supervised at all times during educational visits. This includes ensuring that the group remains together and that students are always accounted for.

8.2 Mixed-Gender Group Requirements

For residential trips with mixed-gender students, both male and female staff members must accompany the group to ensure appropriate supervision.

8.3 Remote Supervision

In some cases, remote supervision may be permitted. However, this must be carefully evaluated through a risk assessment, considering the students' age, experience, and the competency of staff and requires pre-approval from the Head of School / Principal.

9. Parental/Legal Guardian Consent

9.1 Parental Consent Requirements

A completed parental consent form, along with an updated medical form, is required for all students attending a trip. Without this consent, students will not be permitted to participate.

9.2 Medical Information and Medication

Parents must provide all relevant medical information, along with necessary medication, for the duration of the trip.

9.3 Emergency Contact Details

Parents must also supply emergency contact information in case of an emergency.

9.4 Responsibility for Carrying Forms

The Trip Leader must ensure that these forms and details are carried out during the trip to ensure accessibility in case of an emergency.

9.5 Parental consent for administering First Aid / Medication must be sought prior to the trip taking place.

10. First Aid

10.1 First Aid Provision

A minimum of one staff member with first aid qualifications must accompany the trip. The level of first aid provision should be determined by the risk assessment, and appropriate first aid kits should be taken.

10.2 First Aid Kits

First aid kits must be taken on all trips. If the group is split, each subgroup should be provided with a first aid kit.

10.3 Medical Conditions and Monitoring

Students with known medical conditions should be monitored, and staff should be made aware of any necessary precautions.

10.4 Incident Reporting

Any accidents or incidents must be reported immediately to the school's health and safety officer and the school's safeguarding team. Detailed records must be kept for follow-up.

11. Transport

11.1 Travel Arrangements

Transport arrangements must be made through approved providers. Transport should meet safety regulations, and a headcount should be conducted before, during, and after travel and when moving from one site to another.

11.2 Transport Safety Requirements

All vehicles must adhere to local and international transport safety regulations. Seat belts must be always worn by all passengers. Reputable companies only are to be used. If a member of staff on the trip is concerned about the safety of any transportation, they must raise concerns with the trip leader prior to beginning the journey and the trip leader must take reasonable action to ensure the safety of the students, taking guidance from senior leaders as / when appropriate.

12. Emergency Procedures

12.1 Handling Emergencies

All staff must be briefed regarding specific emergency procedures for the trip, this may be included in risk assessments or separate documentation outlining emergency response. The Trip Leader is responsible for managing any emergency situations and maintaining communication with school authorities to update and take advice.

12.2 Basic Emergency Protocols

A basic emergency protocol must be established, including clear instructions on how to respond to incidents involving injuries, fire, or sudden changes in weather.

12.3 Incident Reporting and Follow-up

All incidents must be documented and reported to the school. Appropriate follow-up measures will be taken, including parent notifications if necessary.

13. Related Documents

- **Field Trip Permission Form**
- **Visit Leaders Checklist**
- **Emergency Plans and Procedures**
- **Risk Assessment Guidelines**
- **Parental Consent Forms**

1. **Raffles International School Field Trip Permission Form**

**RAFFLES INTERNATIONAL SCHOOL, FIELD
TRIP PERMISSION FORM**

To include all Field Trips - Visits

All Field Trips require detailed planning and risk assessments. All adults attending a field trip must have read the risk assessments prior to attending the trip. It is the responsibility of the Trip Leader to gain approval for the trip, write internal risk assessments and gain appropriate risk assessments from any external providers / companies. The Trips and Visits Coordinator must check and sign off on all trips as well as the Head of School and Principal. This form, along with copies of the risk assessments must be handed to the school secretary for record keeping. All field trips should be arranged on a staff to student ratio in line with school policy.

Trip Details

- Destination _____
- Class: _____
- Number of Students: _____
- Number of Adults: _____
- Total on Bus: _____
- Type of Trip: Day Curriculum Day Rewards Day Course Residential International

Staff Details

Trip Leader: _____ Mobile Number: _____

Assistant Trip Leader: _____ Mobile Number: _____

Additional Staff: _____

Educational

- Purpose of Visit: _____
- Curriculum Relevance: _____
- Follow-up Activity: _____

Dates and time

- Dates: _____
- Departure Time: _____
- Return Time: _____

Parental Permission YES NO

Trip Cost: _____ Bus Cost _____ Food Cost _____ Funding Method: _____

Approvals

Trip Leader: _____ Date: _____ Comments: _____

Trips & Visits Coordinator: _____ Date: _____ Comments: _____

Head of School: _____ Date: _____ Comments: _____

Principal: _____ Date: _____ Comments: _____



2. Trip Leaders Checklist

General

Checklist for Organising a Trip

1. Provider and Location Selection

- Vet and confirm third-party providers, location, and company.
- Confirm all details with the provider.

2. Risk Assessments

- Complete internal and external risk assessments.
- Include emergency procedures for incidents in the risk assessment.
- Submit risk assessments along with the Field Trip Permission Form to the Trips and Visits Coordinator.

3. Permissions and Payments

- Open your trip up to accounts and confirm payment procedures and year group.
- Ensure payment methods are communicated to parents.

4. Student Participation

- Approve the student list with the Head of Year.
- Notify the Head of Inclusion for SEN students.

5. Parent Communication

- Provide consent forms with trip details (dates, times, payment, medical waivers, dietary requirements, refund policies, and kit list).
- If overnight, host a parent meeting to discuss details.

6. Staff Helpers

- Provide packs with student registers, room lists, schedules, contact information, and kit requirements.
- Clarify meeting times, downtime, and emergency procedures.

7. Staff Not Going on Trip

- Confirm attendees with form lists and timings.
- Inform the bus company about students who are away.

On the day of the visit the Visit Leader must:

- Take attendance
- Take copies of the Parent Consent Form which outlines emergency numbers.
- Carry a mobile phone switched on at all times.
- Check that all students are wearing appropriate uniform (if appropriate for the trip e.g., residential trips). Ensure the appropriateness of any jewellery, make-up, and footwear.
- Keep the school and SLT informed if there is likely to be a delay to the scheduled return time or adjustments made. Phone the school in good time so that parents can be notified.

3. Emergency Plans and Procedures

1. **Ensure Immediate Safety:** Assess the situation and ensure that all participants are safe. If necessary, remove individuals from any danger or hazardous situations.
2. **Alert Authorities:** Contact emergency services immediately if required (e.g., ambulance, police). Provide clear details about the incident, location, and the number of people involved.
3. **Notify the School:** Inform the school's emergency contact, such as the Principal or designated staff member, about the situation. Provide them with all necessary details and follow their guidance.
4. **Take Control of the Situation:** The Visit Leader should take charge of the situation, ensuring that all staff members and participants know their roles. Delegate tasks like maintaining headcounts, calming students, or providing first aid.
5. **Provide First Aid:** Administer first aid as needed, ensuring there are sufficient trained first aiders present. Use the first aid kit available and keep the injured person stable until professional help arrives.

6. **Keep Records:** Document the incident as it occurs, noting times, actions taken, and individuals involved. Complete an incident report form as per school policy (TG-OSH-12 Incident Reporting).
7. **Communicate with Parents:** Contact the parents or guardians of the affected students to inform them of the incident and any actions being taken. Keep communication clear and calm, providing essential details and follow-up plans.
8. **Follow Up and Review:** After the situation is resolved, conduct a review with all involved staff to evaluate the response, report the incident in detail, and discuss any improvements to procedures for future visits. Ensure all records are properly filed and any further actions are taken.

4. RIS Risk Assessment Guidelines

School Risk Assessment

Location and Activity:


Date:

Hazard	What could go wrong?	Who may be harmed?	Risk Level?	What extra controls need to be put in place?	Resulting Risk Level?	Responsibility of...
Student lost or separated	Risk of injury	All participating	Medium	Visit staff understand their supervisory roles. Ratios in line with educational visits policy. Plan and use suitable group control measures (e.g., buddy system, split into small groups, coloured caps). Ensure participants are aware of the itinerary and arrangements. Clear plan/meeting point allocated if separated. Routine headcounts.		Trip Leader/Staff Supervisors
Exposure to weather	Cold or heat injury, exposure to the sun	All participating	High	Consider weather conditions and plan appropriate clothing, programme, and equipment. Plan for participants without suitable kit; check before departure or provide spares. Monitor weather forecast and adjust plans accordingly.		Trip Leader
Illness or injury	General illness or injury	All participants	High	Take appropriate medication on the trip as advised by medical staff (e.g., Calpol). Ensure unwell students do not attend the trip.		Medical Team

Animal, plants, bites, poison	Allergic reaction, infection, or disease	All participants	Medium	Avoid known high-risk areas. Ensure those with allergies carry appropriate medication. Brief participants about avoiding contact with animals and plants when necessary.	Trip Leader/Staff Supervisors
Special needs or participant	Injury or illness	Participants on register	Medium	Obtain relevant information from parents and the clinic ahead of the visit. Take advice from the Head of Inclusion. Make necessary arrangements for individuals if required. Brief all visit staff and instructors on specific needs.	Head of Inclusion
Drugs and alcohol	Injury, illness, or death	Participating students	High	Establish clear boundaries; students must understand acceptable behavior. Participants are forbidden from taking drugs and alcohol on visits. Sanctions for breaches of discipline are implemented. No adults are permitted to consume alcohol while on a school trip.	Trip Leader
Bus transportation	Injuries associated with traffic accidents	All participants	High	Ensure all passengers wear seatbelts at all times. Maintain supervision ratios on the bus. Use suitable embark and disembark points. Conduct headcounts when boarding and exiting. Plan for travel sickness. Movement/Changing seats while the bus is moving is strictly forbidden.	Transport Coordinator
Additional Measures	Other trip-specific risks	Other	Other	Include additional measures specific to your trip.	Trip Leader

PLEASE ENSURE YOU GAIN RISK ASSESSMENTS FROM THE COMPANY / TRIP PROVIDER FOR ALL ACTIVITIES

5. Parental Consent Form Example



Tuesday, 25th October 2022

French trip - Paul Restaurant, Mall of Emirates

Dear Parents,

The Year 11 French education trip will be held on **Wednesday 26th October 2022**, in Paul (restaurant & bakery), Mall of Emirates. In this trip, students will be engaged in common situation and interactions (checking the menu, choosing French food, ordering, discussing their choices etc...), they will learn the names of many French food and beverages (**Quiche**, **Marseillaise**, **Croissants**, **Madeline**, **Macaron**, **Crepes**, **Chocolat chaud** etc...) It will be a new cultural experience and to discuss what they already know about this culture. They will **practice** proper restaurant etiquette. In addition, they will use numeracy by using addition, multiplication, and division to calculate bill and tip totals.

Mr. Clements, the Head of PE, will join us in this trip. Therefore, he will explain to the students how to keep in shape and choose the healthy food.


There is no specific cost for this trip. Students can bring the cost of the trip (including meal and transport around AED 100).

Payment will be made in the restaurant.

The trip will begin on Wednesday 26th October at 7:40am and students should arrive at school dressed the school uniform. We will aim to arrive back in school by 9:30 am. If you have any queries, feel free to contact me via email (mayay@rafflesis.com).

Yours faithfully,
Maya Yaghi
Trip Leader

George Llewellyn
Trip coordinator



815 French Trip – Consent Form

Child Name: _____ Class: _____

Date of Birth: _____

Dietary Requirements: _____

Medical Concerns: _____

I give permission for my child to attend the 815 French Trip, 26th October, 2022. I understand that the nature of the trip involves risk and despite every reasonable precaution being taken (including insurance), accidents do occur. In the case of injury, 815 or any of its representatives are not to be held liable. I understand the utmost care and attention will be offered to my child throughout the entire trip.

Father/Mother Name: _____ Contact Number: _____

Current Email: _____ Secondary Number: _____

Signature: _____ Date: _____

Residential



Friday, 10th September, 2022

Residential trip - Oman 2022

Dear Parents,

The Years 10-11 outdoor education trip will be held on **Wednesday 7th – Friday 9th December, in Musandam, Oman**. We regard this trip as being an important part of your child's development. The opportunities for personal development provided through structured outdoor education have been clearly demonstrated in many schools throughout the world.

Our outdoor education program has been designed in conjunction with North Star, an internationally run outdoor adventure company. The activities are designed for specific age groups and all activities are conducted by qualified North Star instructors in collaboration with school staff.

During the trip the students will stay overnight in the North Star center in Musandam, Oman. The center has suitable student accommodation, toilets and showers, catering facilities for large groups, a secure perimeter fence and both staff and instructors stay overnight in the center. During the trip students will be involved in many outdoor activities including mountain biking, archery, water activities, climbing, abseiling etc.

The cost of the trip including meals (except first day's lunch), transport, accommodation, insurance, equipment provision and instructors is **AED 1,632**.

Payments can be made in two different ways, no later than **Friday 30th September 2022**.

- Cash or Cheque payment to the cashier at the reception ("Year 10-11 Oman Residential" account)
- Card payment following the link below
<https://payment.innoventureseducation.com/ris/online/>
ID – student ID (Password – date of birth)

Once the payment has been made, please complete the consent form to Head of Year 10 Miss Crawford.

The trip will begin on 7th December at 7:30am and students should arrive at school dressed and ready for trip. Students should bring their own **packed lunch** for the first day. We will aim to arrive back in school by 3pm on Friday 9th December. For further information, we will be holding a Trips Fair on Friday 9th September 11:30-12:30 in the Yellow Atrium. During this session you will receive information about the trip and answer any questions you may have. If you have any queries, feel free to contact me via email (katiec@rafflesis.com).

Yours sincerely,

George Llewellyn
FE Teacher / Trip Coordinator

Kate Crawford
Trip Leader

PO Box 122900 Dubai UAE Tel +971 4 4271200 Fax +971 4 4271201 www.rafflesis.com



RIS Oman Trip – Consent Form

Child Name: _____ Class: _____

Date of Birth: _____

Dietary Requirements: _____

Medical Concerns: _____

I give permission for my child to attend the RIS Oman Trip, Wednesday 7th – Friday 9th December, I understand that the nature of the trip involves risk and despite every reasonable precaution being taken (including insurance), accidents do occur. In the case of injury, RIS or any of its representatives are not to be held liable. I understand the utmost care and attention will be offered to my child throughout the entire trip.

Father/Mother Name: _____ Contact Number: _____




Current Email: _____ Secondary Number: _____

Signature: _____ Date: _____

PO Box 122900 Dubai UAE Tel +971 4 4271200 Fax +971 4 4271201 www.rafflesis.com



International Trips

 <p>Tuesday, 02 July 2024</p> <p>Belgium Trip 2025 – Brussels</p> <p>Dear Parents,</p> <p>RIS students will be offered the opportunity to attend a school Belgium trip. This year's trip will be to Brussels, and it will be a very exciting chance for students to experience a new culture and learn an additional language. The cost will be covered through a voluntary effort from the school. This is a fantastic opportunity for students to gain valuable experience through a voluntary effort from the school. This is a fantastic opportunity for students to gain valuable experience through a voluntary effort from the school.</p> <p>Some basic details of the trip are as follows:</p> <table border="1"> <tr> <td>When?</td> <td>Depart Friday, 07th February and return Wednesday, 13th February 2025.</td> </tr> <tr> <td>Where?</td> <td>5 nights, 6 days in Belgium, Brussels.</td> </tr> <tr> <td>Who?</td> <td>The trip is open for students in Years 5-12. Places are limited so students will be allocated a place on a first-come, first-served basis. The school report must be received by the school office to secure a place for your child. Students with long record of disciplinary sanctions will not be allowed to participate in this trip. RIS reserves the right to deny participation in the trip.</td> </tr> <tr> <td>Cost</td> <td>€2000 AED per student including complete journey, flights, meals, accommodation, travel and medical insurance and all tickets mentioned below. In case of a fee for Belgium is required, the cost will be paid by the participant. The school will provide invitation letters and medical/ travel insurance certificates to assist with the process.</td> </tr> </table> <ul style="list-style-type: none"> Accommodation in 4 star hotel in Brussels 5 day full board meals, water and electricity MVA Europe entry ticket Charter & Raffles Museum & workshop ticket Full equipment provided, including sleeping etc. Entry ticket for Royal Chapel, Atomium, Galeries Royales Saint-Hubert, Parliament of the Royal Observatory etc. Brussels tour - Rogier & Ghent, Halle Gate, Brussels etc. <p>Visa requirements</p> <p>In case a Schengen Visa is required, RIS will provide the trip letter to assist with the process.</p> <p>PO Box 122900 Dubai UAE Tel +971 4 4271200 Fax +971 4 4271201 www.rafflesis.com</p>	When?	Depart Friday, 07 th February and return Wednesday, 13 th February 2025.	Where?	5 nights, 6 days in Belgium, Brussels.	Who?	The trip is open for students in Years 5-12. 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The number of accompanying teachers will be determined by the final number of participants.</p> <p>In Belgium financial responsibility, the cost of the trip to be paid in full payments. Each payment should be paid to the school account. Due to circumstances in the trip, the cost of the trip is non-refundable and non-transferable.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>07th September 2024</td> <td>€1000 (AED)</td> </tr> <tr> <td>13th September 2024</td> <td>€1000 AED</td> </tr> <tr> <td>01 December 2024</td> <td>€500 AED</td> </tr> <tr> <td>20th December 2024</td> <td>€700 AED</td> </tr> <tr> <td>Total</td> <td>€3900 AED</td> </tr> </tbody> </table> <p>Payments can be made in two different ways:</p> <p>Cash payment to the cashier at the reception Card payment following the link below: https://payment.innoventureseducation.com/ris/online/ ID – Student ID Password – Date of Birth</p> <p>If you have any queries, feel free to contact me via email: mary@rafflesis.com. Most Belgium trip correspondence will be done in email, so please ensure your current email address is provided on the report if you have.</p> <p>Yours faithfully, Mary High French Teacher / Head of Modern Foreign Languages</p> <p><i>Mary High</i></p> <p>PO Box 122900 Dubai UAE Tel +971 4 4271200 Fax +971 4 4271201 www.rafflesis.com</p>	Date	Amount	07 th September 2024	€1000 (AED)	13 th September 2024	€1000 AED	01 December 2024	€500 AED	20 th December 2024	€700 AED	Total	€3900 AED	 <p>Belgium Trip 2025 – Permission and Consent</p> <p>Child Name (as per passport): _____ Sex: _____</p> <p>Date of Birth: _____ Passport Number: _____</p> <p>I give permission for my child to attend the Belgium Trip, 07th February – 13th February 2025. I understand that the trip may involve risk and despite every reasonable precaution being taken (including travel insurance), accidents do occur. In the case of injury, RIS or any of its representatives are not to be held liable. I understand the utmost care and attention will be offered to my child throughout the entire trip.</p> <p><input type="checkbox"/> I have attached a copy of my child's passport <input type="checkbox"/> Payment of €3900 AED has been made to the school account.</p> <p>Father/Mother Name: _____ Contact Number: _____</p> <p>Current Email: _____ Secondary Number: _____</p> <p>Signature: _____ Date: _____</p> <p>PO Box 122900 Dubai UAE Tel +971 4 4271200 Fax +971 4 4271201 www.rafflesis.com</p>
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