

Regulations for Parties, Visits, and Student excursions to Private and International Schools

First: Definitions:

Parties: refers to parties held by schools as part of their extra-curricular activities plan.

Visits: Visits are defined as trips made inside the boundaries of the city, governorate, or both as well as any nearby suburbs to achieve the educational objectives set forth in the extra-curricular activities plan.

Excursions: means both internal excursions inside the Kingdom's cities and governorates as well as external trips outside the Kingdom that are part of the extracurricular activities.

Male and Female Students

This does not apply to formal participation by a school, students, or a national representation because those are subject to the guidelines set forth by the organization hosting the event.

Second: Objectives:

١. Familiarizing students with society and other environments including all of its characteristics.
٢. Making a theoretical connection between the academic material and the actual, practical world that is experienced and felt.
٣. Supporting positive educational aspects among students, fostering their social skills, instilling a feeling of responsibility, and preparing them for independence and self-reliance.
٤. Gaining knowledge of different cultures and the features of a comprehensive renaissance and development.
٥. Providing students with fun and self-recreation within the framework of legal and educational controls, customs, and traditions.
٦. Instilling belonging and strengthening the sense of patriotism in the souls of students.

Third: General controls:

١. They must be within the framework of Islamic values and principles to achieve benefit and enjoyment for students.
٢. Their objectives and contents are consistent with the state and education policies in the Kingdom.

٣. The school bears full responsibility for the security and safety of students, their supervisors, female supervisors, and companions, and the consequences of holding activities, with the provision of security and safety conditions throughout the duration of the visit and the trip.
٤. The entity participating in or hosting the students from outside the Ministry (if any) shall be a recognized and accredited entity that complies with all controls, instructions, and safety measures.
٥. Their objectives should be in line with the characteristics and needs of the age group of the target group and the educational and social privacy of both sexes.
٦. Achieving educational and scientific returns.
٧. A specialized supervision body should be available in the field of activities carried out by schools.
٨. Assigning a supervisor for the activity by the school principal, providing that person is a school employee and possesses leadership and supervisory competencies.
٩. Identifying the supporting body and its function (if any).
١٠. Providing safe and collective transportation, with a focus on supervisors accompanying students on all means of transportation and ensuring that the driver complies with driving conditions.
١١. The supervisory authority must fill out the activity approval papers.
١٢. Commitment to proper dress for male students, modest dress for female students, and adherence to the national dress code during official trips and visits.
١٣. The school principal should appoint the head of the participating team when the number of participating students exceeds ten.
١٤. Refer to the team leader when disseminating any official news or talking about the activity.
١٥. Sending a letter to parents providing them with a detailed explanation of the trip, including the timetable, objectives, and those responsible for it, and requesting written approval from parents for students' participation.
١٦. Provide parents with the name and mobile phone number of the person in charge of the trip so they can contact him during the trip.
١٧. Create a list of data for all of the students and trip supervisors.
١٨. Give the education department affiliated with the school the name and mobile number of the person in charge of the trip and keep it on file so that it matches the information given to the

parents and the official inside the school. This way, the education department can get in touch with him when necessary while on the trip.

١٩. Maintain records for each trip that include the itinerary, parental consent for the event or activity, formal letters to the appropriate authorities, and the authorities' responses, and provide them to the Education Department upon request.

Fourth: Controls for school parties:

١. The suitable time for holding the ceremony (morning or evening) is determined by the principal or owner of the school, as well as determining the venue of the celebration and notifying the Education Department or the school's global office if it is held outside the school building.
٢. The preparation and training of the ceremony program should not interfere with the schedule of the school day.
٣. The potential for supporting and sponsoring organizations to participate in school performances in order to achieve community partnership.

Fifth: Implementation levels of internal and external student visits and trips:

١. Visits and trips within the Kingdom are made by the school director and owner.
٢. Visits and trips outside the Kingdom are permitted only after obtaining approval from the Private General Education Agency.

Sixth: Special controls that must be in place for internal student visits and trips:

١. Making a plan of action for the visit or trip, including a schedule, task distribution, and participant list.
٢. The school principal must appoint a supervisor for every ten (١٠) students or under for the primary stage and every fifteen (١٥) students or under for the intermediate and secondary stages.

Seventh: Special controls that must be taken for external student visits and trips:

١. Respect the Saudi flag as stated in the Kingdom of Saudi Arabia's flag system, which was issued by Royal Decree No. (M/٣) dated ١٠/٠٢/١٣٩٣ AH.
٢. Two months prior to the trip, submit a form to the Private General Education Agency (request to submit a visit or trip outside the Kingdom) to obtain the necessary permits from the Saudi

Cultural Mission in the country you want to visit. After receiving approval, notify the Education Department or its affiliated office.

٣. The school principal appoints a supervisor for every ten (١٠) students and below and selects the trip supervisors from among the school staff.
٤. Ensure that travel insurance, visas, and all other requirements are available for all students participating in it.
٥. Keep a copy of the passports and visas of students, supervisors, and companions.
٦. Prepare a file to detail risks and all matters that could affect the course of the trip.

Eighth: Duties of supervisors accompanying students on internal and external visits and trips:

١. Prepare a list of the participating students.
٢. Follow up and supervise students at all times specified in the schedule for the visit, trip, and residence.
٣. Accompany students on buses from the residence hall to the event's venue and count their numbers when boarding and descending to and from the residence hall.
٤. Students' signatures on the attendance and departure records as proof of daily arrival and departure during a visit or trip.
٥. Maintain the activity's official correspondence.
٦. Prepare a final report for the visit or trip that includes information about the students, supervisors, approvals (relevant authorities—parents), and procedures that were taken during the activity.
٧. Take the necessary measures to address any defect that may occur during the activity in accordance with the regulations.
٨. Emphasize students' good manners with everyone and guide them toward positive behaviors.

Activity Plan Form

Program title:

| Place of the trip/visit | Duration | Dates | No. of Students | Comments |
|-------------------------|------------------------------|-------|----------------------------|---------------|
| | | | | |
| Supervisors | His/her/their work at school | | No. of civil register (ID) | Mobile number |
| | | | | |
| | | | | |
| | | | | |

| No. | Program / Activities | Implementation period | | Implementation supervisor | Comments |
|-----|----------------------|-----------------------|----|---------------------------|----------|
| | | From | To | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Supervisor of the Program

School Principal

Name:

Name:.....

Signature:.....

Signature:.....

Note: Submit the form to the Department of Education/the Office of Global Education.

Application form for submitting a visit/trip outside the Kingdom

School Data:

| | |
|------------------------------|--|
| School Name | |
| The Education Department | |
| City | |
| Name of the School Principal | |
| E-mail | |
| Phone Number | |

Flight Data:

| | |
|---|--|
| Name of the Country | |
| Host Name | |
| Flight Time | |
| Number of Participants <ul style="list-style-type: none">• No. of Students:• No. of Supervisors:• No. of Companions : | |
| Trip Purpose/s: ١. ٢. ٣. Trip Topic: | |

A Pledge Commitment

Theschool undertakes to abide by all rules, regulations, and guidelines set forth by the Ministry of Education, as well as any directives made to pertinent authorities and local laws in any country the school intends to visit. The school takes full responsibility for any events and activities it organizes as part of its commitment to serving as an ambassador for the Kingdom of Saudi Arabia.

The Principal Signature

the Seal

.....

Note: The form must be completed and sent to the General Private Education Agency for approval, together with any required correspondence with the organizing body, if any.