



دائرة رأس الخيمة للمعرفة
RAS AL KHAIMAH
DEPARTMENT OF KNOWLEDGE

School Trips and Activities Policy

Ras Al Khaimah Department of Knowledge

1. Introduction

Extra-curricular activities are vital in enhancing students' learning experiences by providing personal, social, and academic development opportunities. To ensure these activities are conducted in alignment with the cultural, religious, and educational framework of the United Arab Emirates, private schools must adhere to clear guidelines and procedures. These guidelines uphold Islamic values, respect UAE culture, and prioritise all students' safety, inclusivity, and well-being.

1.1. Purpose

- This policy outlines the conditions and requirements for organising and conducting extra-curricular activities in Ras Al Khaimah private schools.

1.2. Scope of Application

- This policy applies to **all private schools** operating within the jurisdiction of Ras Al Khaimah. It encompasses guidelines for academic calendar structure, submission, and public holiday observance in line with UAE national standards.

2. Definitions

ECA (Extra-Curricular Activities)	Activities organised outside regular classes to enhance students' personal, social, or academic skills.
Facility Rental	Use of school premises by external parties, subject to safety regulations.
Gender Separation	Ensuring segregation of male and female students from Grade 5 onwards.
RAK DOK Approval	Authorisation is required from Ras Al Khaimah Department of Knowledge for extra-curricular activities.
Risk Assessment Form	Document identifying hazards and safety measures for activities or trips.
Supervision Ratios	Required adult-to-student ratios for safe monitoring during activities or trips.
Third Party	External organisations/providers that are responsible and engaged by the school to provide/conduct school activities.
Virtual ECAs	Online extra-curricular activities that are conducted via virtual platforms by schools or external providers.
Public Holiday/Official Holiday	Non-operational days are designated religious, national, or other UAE-recognized celebrations, as stipulated by federal authorities, and are observed across all schools.

3. Policy Statement

- Schools must ensure that the activities align with the culture and Islamic values of the United Arab Emirates.
- Parents and students should have the **choice** to participate in any event, and written consent from parents must be obtained by the school.
- Before conducting any events or activities, the school must obtain Approval from RAK DOK and the relevant government authorities (where applicable).
- Extra-curricular activities should not be held during regular school lesson times.
- Supervision and monitoring are essential for all activities at all times.
- Required adult-to-student ratios: Phase 1/KG & Phase 2/cycle 1: 1 adult to 10 students, Phase 3/cycle 2: 1 adult to 15 students, Phase 4/cycle 3: 1 adult 15; this also should be the ratio for bus transportation (school to adhere to the adult to student ratio as per the relevant authority guidelines)
- It is preferred that supervision is provided by a qualified member of staff with experience in student management. (i.e., for football competitions, PE teachers are preferred to supervise the students)
- School to complete a *Risk Assessment Form* for all extra-curricular activities.
- Follow security and safety instructions, secure students, and workers during trips, and take all measures to preserve their health and safety.
- Ensure that all activities are inclusive for all student groups.
- Ensure that health and safety measures are consistently applied to ensure students' safety and well-being.
- The trips should fulfil educational and pedagogical objectives, aid in the development of students' understanding, and must not be designed to endorse any external entity, regardless of its nature.

Goals and Objectives of Student Trip Fields

No.	Field	Goals/ Objective
1	Educational	Connecting theoretical study material with tangible and practical real-world experiences away from the classroom environment
		Training students to rely on themselves, take responsibility, face challenges, and participate in planning trips.
		Providing students with new experiences and knowledge, and teaching them how to handle new situations while maintaining order
		Enriching the learning objectives of the curriculum.
2	Cultural	Knowledge through touching, observing, and experimenting
		The appreciation of beauty and magnifying the greatness of the Creator, the Almighty
		Satisfying personal hobbies
3	National	Staying informed about the country's progress in multiple domains and understanding its development plans.
		Acquiring knowledge about the country's diverse geography and important historical sites.
4	Social	Cultivating leadership traits, engaging in productive leisure activities, and finding enjoyment in recreation.
		Breaking down barriers and building strong relationships among students.
5	Environmental	Integrating environmental studies into the UAE's educational system.
		Raising environmental awareness among learners and exchanging experiences through field visits to alternative energy sources such as solar, water, and wind.
6	Technological	Sharing expertise in new and emerging technologies.
		Integrating technology into the education system to produce a skilled workforce that can contribute to the UAE's 2071 vision



Requirements for conducting after-school activities.

Requirements	Conditions	Examples of Activities
<p>Obtain approval from RAK DOK by submitting the required information:</p> <ul style="list-style-type: none">Specify the type of activity.Specify the schedule of the activity.Specify the fees for the activity (if any)Specify the entity organising the activity.Administrative approval of the organiserClarify the transportation arrangements for students (if applicable)Submit a list of participating students approved by the school administration.Confirmation of parental consent for all students for each activity.Attach a copy of the activity <i>Risk Assessment Form</i> or the school risk assessment form.	<ul style="list-style-type: none">Approval is valid for one semester, i.e., only for a period of three months.Activities must be optional, not mandatory, and written consent must be obtained from the parent for participation.Provide adequate supervisors in accordance with the general guidelines above.Complete separation of genders from Grade 5 onwardsActivities should not exceed 5:00 p.m. For activities that exceed 5:00 PM, RAK DOK will consider them on a case-by-case basis.Adhere to the regulations, customs, and traditions, ensuring activities do not conflict with the principles of Islamic law, the culture, and policies of the UAE. <p>Note: RAK DOK may exempt some conditions based on the nature of the activity</p>	<ul style="list-style-type: none">Tutoring sessionsSports such as (football, handball, swimming, etc.)HandicraftsMusicDrawing



Extra-curricular requirements

Requirements	Conditions	Examples of Activities
<p>Obtain approval from RAK DOK to conduct the activity, along with the following documentation:</p> <ul style="list-style-type: none">Plan for the scheduled extra-curricular activities for each semester in accordance with RAK DOK's published window.Specify the type of activity or event.Organising entityAdministrative approval of the organiserSpecify the schedule and location of the activity.Targeted academic levels (specify the grades along with whether the students are boys or girls)Number of studentsNumber of supervisorsImplementation method (brief explanation)Name of the school coordinator for school activitiesProvide the mobile number and email of the activity's coordinator.	<ul style="list-style-type: none">Approval is valid for one semester, i.e., only for a period of three months.Activities must be optional, not mandatory, and the parent must obtain written consent for participation.Provide sufficient supervisors and adhere to the adult-to-student ratios stated in this document.Maintain separation of genders.Schools are authorised to charge fees for ECAs and trips, with a provision for free offerings. Where fees are charged, schools shall set them reasonably. Schools shall not collect any fees until RAK DOK has approved such activities.Activities should not exceed 5:00 p.m. For activities that exceed 5:00 PM, RAK DOK will consider them on a case-by-case basis.Adhere to the regulations, customs, and traditions, ensuring activities do not conflict with the principles of Islamic law, the culture, and policies of the UAE.Follow supervisors and security guidelines to ensure the protection of students and staff during <p>Note: RAK DOK may exempt some conditions based on the nature of the activity</p>	<ul style="list-style-type: none">ExhibitionsLecturesCompetitions,Workshops,Artistic activities,Sports activities,Cultural activities,Community activities,Annual celebrations,Graduation ceremonies, etc.

School excursions (trips) requirements

Requirements	Conditions	Examples of Activities for school excursions (trips) – not limited.
<p>Obtain approval from RAK DOK to conduct the activity, along with the following documentation:</p> <ul style="list-style-type: none"> List of school trips scheduled for each term, indicating the following: <ul style="list-style-type: none"> Trip type Destination Day and date Time Targeted grades/ year groups (the grades are specifically mentioned, and the gender of students is “boys or girls”) Number of students Number of teachers/staff observing Name of the school coordinator for school activities Activities coordinator: mobile phone number and email Any destination that lacks security and safety measures. 	<ul style="list-style-type: none"> The trips do not hurt the conduct of classes and study plans. The trips should serve the educational and social improvement goals, contribute to developing students’ concepts, and should not be intended to promote any external party. Informing parents in writing about the trips and obtaining parental consent Student participation is optional. Schools are authorised to charge fees for ECAs and trips, with a provision for free offerings. Where fees are charged, schools shall set them reasonably. Schools shall not collect any fees until RAK DOK has approved such activities. Complete separation between male and female students during trips starting in the fifth grade. Complete separation of students during trips according to the following age groups: first category (kindergarten), second category (from Grade 1- Grade 4), third category (Grade 5- Grade 8), fourth category (Grade 9- Grade 12) Providing the necessary supervision for students according to the following ratios as a minimum: <ul style="list-style-type: none"> Grades from kindergarten to Grade 4: one supervisor for every 10 students. Grades 5 through Grade 12: one supervisor for every 15 students Considering regulations, customs, and traditions, and ensuring that trips do not conflict with the principles of Islamic Sharia and the culture and politics of the United Arab Emirates Follow security and safety guidelines, secure students and workers during trips, and take all measures to preserve their health and safety. <p>Note: RAK DOK may exempt some conditions based on the nature of the activity</p>	<ul style="list-style-type: none"> Museum Visit (e.g., science museums, history museums, or art galleries). Nature and Environment Trips (e.g., gardens, nature reserves, or wildlife parks). Adventure and Outdoor Activities (e.g., hiking, camping, or ziplining). Recreational and Entertainment Outings (e.g., amusement parks, water parks). Educational and Career-Oriented Visits (e.g., universities, research centres, or factories).

Camp Requirements

Requirements	Conditions	Examples of Activities for Camp requests – not limited.
<p>Obtain RAK DOK's approval for camping and attach the following requirements:</p> <ul style="list-style-type: none"> The destination Day, date, and time Targeted educational levels (the academic grade is specifically mentioned, and the gender of the students, boys or girls) Determine the camp program. Number of students Number of supervisors Identify a camp coordinator. Name of the school coordinator for school activities Mobile number and official email of the activity's coordinator 	<ul style="list-style-type: none"> The maximum number of camping days is five nights. The trips should serve educational and pedagogical purposes, contribute to developing students' concepts, and should not be intended to promote any external party, whatever it may be. Consider camping in appropriate climates and times (winter and spring vacations) Inform parents in writing that student participation is optional and does not conflict with school days. Providing all camping supplies (tents, sleeping mats, umbrellas, food, and drinks) Schools should consider camping to commence from grades five onwards, provided that the number of students does not exceed 80 students. Complete separation between male and female students during the camping trip, starting from the fifth grade. Complete separation of students during camping according to the following age groups: third category (from fifth to eighth), fourth category (from ninth to twelve). Providing the necessary supervision for students according to the following ratios: Grades five through twelve: 3 school supervisors for every 15 students. Observing order, customs and traditions and ensuring that camping trips do not conflict with the principles of Islamic Sharia and the culture and politics of the United Arab Emirates. Follow security and safety instructions, secure students, and workers during trips, and take all measures to preserve their health and safety. Buses are available throughout the camping days near the camp in case of any emergency. Any event or activity held in locations lacking security and safety measures, such as areas near highways, valley streams, waste sites, or valleys, is prohibited. 	<ul style="list-style-type: none"> Adventure Camps Sports Camps Leadership Camps STEM Camps Cultural and Heritage Camps Environmental Camps Art and Creativity Camps Wellness Camps Recreational Camps Educational and Career-Oriented Camps In-school Camps.

Foreign Trips Requirements

Requirements	Conditions	Examples of Activities for Foreign Trips – Not Limited.
<ul style="list-style-type: none"> Obtain RAK DOK's approval for trips plans and attach the following requirements: Trip type The destination Day, date, and time Targeted educational levels (the academic grade is specifically mentioned, and the gender of the students, boys or girls) Number of students Number of supervisors Name of the school coordinator for school activities Mobile number and email of the activity's coordinator 	<ul style="list-style-type: none"> The trips do not have a negative impact on the conduct of classes and study plans. The trips should serve educational and pedagogical purposes, contribute to developing students' concepts, and should not be intended to promote any external party, whatever it may be. Inform parents in writing that student participation is optional. Complete separation between male and female students during the trip. Observing order, customs, and traditions and ensuring that camping trips do not conflict with the principles of Islamic Sharia and the culture and politics of the United Arab Emirates. Follow security and safety instructions, secure students and workers during trips, and take all measures to preserve their health and safety. The trip should be limited to school students from Grade 7 and above. It must be during official holidays, and it is strictly prohibited to organise it during school days. Provide adequate supervision. Providing supervisors for both genders if the trip includes males and females. Obtaining the written approval of each guardian for the full trip details The school provides a pledge to ensure the security and safety of students throughout the trip. 	<ul style="list-style-type: none"> Cultural and Heritage Trips Educational and Academic Trips Adventure and Outdoor Trips Sports and Competition Trips Recreational and Leisure Trips Community Service and Volunteering Trips Environmental and Conservation Trips Career and Industry Exposure Trips Art and Creativity Focused Trips

Guidelines and requirements for conducting other activities.

- **Virtual ECAs are offered or hosted by an external provider:**

- Submit the RAK DOK application and complete all the required information.
- Attach the schedule of the session with the topic covered.
- Submit the administrative approval of the speakers (Except if they are from a federal authority).

- **Graduation:**

- Submit the RAK DOK application and complete all the required information.
- Attach the schedule of the event.
- Attach the list of attendees who are not parents of the graduating students.
- Submit the security approval for external attendees who may be invited as speakers (Except if they are from a federal authority).

- **Rental of school facilities:**

- The school shall ensure that any use of school facilities by a third party adheres to the approved building regulations.
- Renting of the school's facilities must only be for educational and community activities, such as sports.
- Schools shall obtain approval from RAK DOK before external parties allow the use of facilities.
- Applications for approval shall include the details of external parties that will use the space, the facilities that will be used, risk assessments, and measures to ensure that the safety of the school community is maintained.
- Ensure that the external service provider has the relevant license/ permission to conduct business inside your school premises.
- Ensure security measures are in place throughout the facility's hiring. Security shall always be available.

- Ensure that cleanliness measures and procedures are in place before and after the users' departure. The facility must be clean and ready for students to use the following day.
- Maintain a financial record for additional income and reflect such income in the financial statement.
- Maintain and update records that would be made available to RAK DOK or any relevant entities upon request.

4. Compliance

- 4.1. **Effective Date:** This policy shall take effect from the start of the Academic Year 2025/26. Full compliance by all private schools is expected by the beginning of the Academic Year 2025/26.
- 4.2. **Enforcement and Penalties:** Non-compliance with the approved academic calendar or failure to observe designated public holidays may result in accountability measures as per DOK regulations. These measures could include possible fines or corrective actions. Schools are required to strictly adhere to all DOK-approved guidelines, and any violations may lead to intervention by DOK, in accordance with UAE federal standards.
- 4.3. **Compliance Audits:** DOK reserves the right to conduct periodic audits to ensure that schools comply with the approved calendar policy. Any discrepancies found during these audits must be resolved by the school administration promptly to avoid further action.

5. Feedback and Improvement

- 5.1. **Annual Review:** DOK will conduct an annual review of this policy to incorporate feedback, address emerging needs, and ensure it aligns with the latest educational standards and regulatory requirements.
- 5.2. **Feedback Mechanisms:** School administrators are encouraged to submit feedback on the calendar policy to DOK, allowing for continuous improvement based on the practical experiences of schools.

6. Contact Information

For any questions related to this policy, please contact: info@dok.rak.ae

7. Recommendation / Conclusion

By adhering to the *RAK DOK Schools Trips and Activities Policy*, private schools in Ras Al Khaimah are encouraged to adopt enriching and meaningful extra-curricular experiences that contribute to the growth and success of their students within a safe and culturally respectful framework.

9. Revision History

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Note:

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