



MEF INTERNATIONAL SCHOOL FIELD TRIP PROCEDURE

STATEMENT OF AIM

Field trips contribute to students' personal development and the school's curriculum, providing opportunities for cultural enrichment, social interaction, and learning skills extension. To maximize their benefits, field trips should be well-planned, organized, and executed.

RATIONALE

Field trips are considered educational activities that meet specific criteria, such as involving specific classes or extracurricular activities, extending learning beyond the classroom, and having an identifiable educational objective. These trips also prioritize the health, welfare, and safety of all participants.

PROCEDURES

A. Field Trip Planning and Guidelines

1. Field trips should relate to the academic curriculum and program guidelines, with clear learning objectives connecting to a unit or topic of inquiry
2. Field trips should enhance students' learning experiences without seriously interfering with the educational routine of non-participating students
3. All field trips require prior authorization from the Principal and the Turkish Ministry of Education

B. Submission Deadlines

1. Field trip proposals must be submitted for consideration based on the following deadlines:
 - a. Day trips: three weeks prior to the trip
 - b. Extended/Overnight: one month prior to the trip
 - c. International trips: three months prior to the trip

C. Proposal and Approval Phase

1. Discuss the proposed field trip with the Curriculum Coordinator and/or Deputy Principal and submit a Field Trip Proposal Request and Risk Assessment
2. Contact Administrative Assistants for bookings and arrangements after receiving approval from the Principal

D. Transportation and Accommodation

1. Transportation arrangements must be made at least one week before the trip and follow transportation procedures.
2. Packed/sack lunches can be provided by the school and should be indicated in the field trip proposal.
3. If accommodation is required, the school will arrange safe and adequate lodging, with parents informed of lodging details.

E. Communication and Documentation

1. Field trip details and procedural guidelines will be provided to families in advance of the excursion.
2. Permission slips and health forms must be obtained for each student.
3. Payments for field trips are non-refundable once received.

F. Risk Assessment and Safety

1. A Risk Assessment Form must be completed by the lead teacher to identify and assess potential risks, possibly requiring a pre-visit to the venue.
2. When activities involve inherent risks, students/parents must read and sign a liability waiver form.
3. Each field trip participant should be covered by insurance for medical and hospital costs arising from any accident occurring during the trip.

G. Supervision Guidelines

1. Ensure appropriate supervision levels for all field trips with provisions made for proper supervision by school employees
 - a. Early Childhood: 4:1
 - b. Primary School: 6:1 for Grades 1-2; 8:1 for Grades 3-5
 - c. Middle School and High School: 8:1
2. Parents are permitted to assist in supervising local field trips, however, they are to sign the Safeguarding Guidelines for Chaperones Form, and use their own transportation.
3. The supervising teacher has the authority to enforce rules, with significant infractions reported to the Deputy Principal or Principal if needed
4. Require an English/Turkish bilingual speaker on field trips outside the city limits, unless approved otherwise by the Principal
5. The Code of Conduct for behavior on field trips is the same as on the school campus, with consequences for poor behavior applied accordingly.
6. Teachers should not miss more than 10 school days for attendance on field trips in the secondary school unless otherwise approved.

H. Extended Trips – Overnight and/or Out of Istanbul (Turkish Ministry Requirements)

1. Teacher Responsibilities

- a. Teachers are assigned by the Deputy Principal
- b. Use official Proposal Forms and Permission Forms
- c. Include a full itinerary for trips outside Istanbul

2. Parent and Student Involvement

- a. Parents are not permitted to accompany extended trips
- b. Permission slips must be obtained for every student from parents
- c. Signed permission forms must be sent to the Ministry 20 days before the trip

3. Logistics and Planning

- a. Obtain Ministry of Education approval
- b. Include hotel information in the field trip proposal
- c. Arrange visas for students and teachers (school cannot provide assistance)
- d. Ensure waivers are signed by parents after initial payment
- e. Include contingency for refunds in contracts with outside agencies

4. Overnight Supervision

- a. Strive for both male and female teacher attendance on overnight trips
- b. Ensure at least 2 supervising teachers on overnight trips, regardless of group size
- c. Students shall be assigned to a teacher chaperone who is responsible for the child.
- d. Teachers will supervise students at all times to ensure student safety. Staff who are chaperoning a trip are responsible for ensuring that supervision is at a level where child protection remains paramount.
- e. Prohibit consumption of alcoholic beverages by both teachers and students
- f. Conduct hourly nightly patrols, checking student sleeping quarters until at least midnight
- g. Distribute behavior guidelines, student health forms, travel insurance information, liability waiver information (on permission slip), and permission slips to parents for overnight or extended field trips
- h. Consult the overnight field trip checklist (Appendix 4) during planning
- i. Create communication groups with Principal/Deputy Principal, providing regular updates (at least twice per day)

I. Post-Approval Phase

1. Distribute Field Trip Permission Forms to all students at least one week before the trip, once Principal's approval is received
2. Include additional required forms for overnight or overseas trips (Student Health Form, notarized parent permission form)

3. Inform all Specialist Teachers / Support Team Teachers of changes to regular class arrangements
4. Field Trip Preparation Phase
5. Collect signed permission forms for all participating students
6. Contact parents through the Deputy Principal for missing permission forms on the day of the trip, requesting an emailed signed form
7. Bring the complete set of signed Field Trip Permission Forms on the trip, and provide a copy to the Deputy Principal before departure
8. Archive permission slips for one academic year in the Deputy Principal's office
9. Carry emergency contact numbers for school administrators on field trips, and ensure all attending teachers have a mobile phone for communication
10. Create a field trip communication group with Administrators
11. Take the Field Trip First Aid kit on all trips
12. Manage all food, personal, and medical requirements as the lead classroom teacher
13. Adhere to the program outlined to administration, avoiding deviations or alternate plans without administrative approval

Document History		
Date	Details	Responsible
August 2018	Policy created	Figen Sonmez
February 2019	Policy modified	Malcolm Ringo
Nov 2023	Field trip submission deadlines clarified	Brett Warfield

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Appendix 1 - Field Trip Proposal Form

**MEF INTERNATIONAL SCHOOL
FIELD TRIP PROPOSAL FORM**

Basic Information	
Field Trip:	
Date(s) of field trip:	
Lead Teacher:	
Lead Teacher Cell Number:	
Grade Level and Classes:	
All Associated Costs (show breakdown):	

Educational Objectives and Itinerary	
Specific learning objectives and related unit topic:	
Full Itinerary:	
Date and time Departing:	
Date and time Returning:	

Participants and Supervision	
Number of students attending and their names:	
Number of teachers attending and their names:	
Number of parents attending and their names:	
Student/adult ratio:	
Name of bilingual staff member if outside city limits:	
Administrator attending:	

Additional Information	
Mode of Transportation / requirements:	
Lunch / Food Requirements:	
Nearest hospital at destination (name and address):	
Schedule Adjustments and Coverage:	
Hotel address, phone number, email, and website details (if applicable):	
Other information:	

In submitting this proposal, I agree to the following:

1. Communication and Documentation

- a. All teachers attending the field trip will have a mobile phone, and the numbers will be shared with the administrative office.
- b. The Deputy Principal must preview the parent permission slip and forms before distributing them to students and parents.
- c. The lead teacher must have a copy of the permission slips and parent contact information while on the field trip.

2. Supervision, Health and Safety

- a. A teacher or adult must always accompany children to the bathroom on a trip from Preschool to Grade 2. Students in grades 3-8 must be sent with a buddy.
- b. A first aid kit, including allergy medication, must be brought on the field trip.
- c. If a child becomes sick on a day field trip, a staff member will come back to school with the child. If the child becomes seriously ill, they will be taken to the nearest hospital, and the school administration and parents will be notified.
- d. Field trip leaders must have printed directions to the trip destination with a map.

3. Permissions and Participation

- a. All students must return a signed permission slip to attend the field trip.

4. Food and Meal Arrangements

- a. Field trip leaders must inform the cafeteria or seek help from the administrative assistant if lunch is required.

5. International Trips

- a. For international trips, students may require visas for travel; the lead teacher is responsible for making the necessary arrangements, with support from the Principal's Assistant if needed.
- b. For international trips, students should travel with their valid passports; teachers should request a copy of each student's passport at the same time they collect parent/guardian permission forms.

6. Proposal Updates

- a. The lead teacher will ensure all information in the proposal is up-to-date with any changes.

Principal / Deputy Principal Approval		
Administrator	Signature	Date
Deputy Principal		
Principal		
Assistant General Manager		

Appendix 2 - Risk Assessment Form

**SCHOOL TRIP RISK ASSESSMENT FORM
MEF INTERNATIONAL SCHOOL**

Date of Trip		Trip venue and activities:	
Trip Leader(s)			
Assessment completed by:		Signature:	

Significant Hazards (Identify what could cause harm or challenge)	Who might be harmed (e.g. students, teachers, parents, groups)	Likelihood of Harm (Remote, Very Unlikely, Unlikely, Possible, Very Likely)	Control Measures (How will the risk be minimized?)	Residual Risk After the implementation of the controls. (Remote to Very Likely scale)

Administrator Review:

Administrator should review the above assessment and sign the appropriate declaration below

Administrator Review	
Signature:	Date:

Appendix 3 - Day trip permission form



**MEF INTERNATIONAL SCHOOL
DAY TRIP PERMISSION FORM**

Insert Date

Dear Parents,

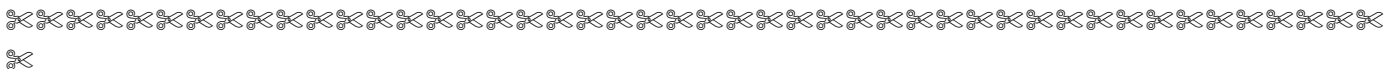
On **INSERT DATE** students in Grade **NO.** will be visiting **INSERT PLACE**. The trip is part of our inquiry into **INSERT NAME OF UNIT** and will give us an opportunity to learn more about **INSERT TOPIC**. In order to cover the costs for the trip, a payment of **INSERT COST** is required. Please fill out the permission slip and put it in an envelope with your child's name clearly marked along with all costs for the trip. This should be turned into **INSERT PERSON** by **INSERT DATE**. Please note that this is non-refundable.

Trip Information	
Field Trip Date:	Transport Mode:
Destination / Locations:	Teacher Leaders:
Trip Itinerary:	All Supervising Staff:

Kind Regards,

Signature required
STAFF NAME
Grade **NO** Teacher

Signature required
INSERT NAME
Principal



Permission Slip	
<input type="checkbox"/> I give permission for my child to attend the field trip detailed above.	
Student name:	Class:
Parent name:	Signature:

Appendix 4 - Overnight trip permission slip



**MEF INTERNATIONAL SCHOOL
OVERNIGHT TRIP DETAILS AND PERMISSION FORM
INSERT NAME TRIP**

Insert Date

MEF International School prides itself on providing students with opportunities to learn outside the classroom. On **DATE**, MEF IS will take learning one step further. We are giving students in **GRADES** the opportunity to travel to **LOCATION** to promote learning in a real world context. The proposed itinerary is detailed below.

Trip Information	
Field Trip Date:	Transport Mode:
Destination / Locations:	Teacher Leaders:
Flight details:	All Supervising Staff:
Hotel information:	Cost of trip:
Trip Itinerary:	

Please fill in the attached permission slip and hand it in to the trip leader along with a trip costs no later than **DATE**, so that your child may participate in the trip.

Regards,

Signature required
Trip Leader name
Teaching Assignment
MEF International School

Signature required
Insert name
Principal
MEF International School

MEF INTERNATIONAL SCHOOL
OVERNIGHT TRIP PERMISSION FORM
INSERT NAME TRIP

Please complete and return to the **PS/SS** Office by **DATE**.

Student Information	
Home phone #:	Place of Birth:
T.C. Kimlik #:	Passport #:
Father's name:	Mother's name:
Cell phone #:	Cell phone #:
Email:	Email:
Alternate contact:	Cell phone #:
Medical or personal needs that the staff should be aware of:	
Medication the student will be required to have during this Field Trip:	
Special Dietary Considerations: (If relevant):	
Permission Slip	
<input type="checkbox"/> I give permission for my child to attend the field trip detailed above. <input type="checkbox"/> I accept that the cost of the trip is non-refundable, even if my child is unable to attend after paying. <input type="checkbox"/> I authorize the obtaining of any medical assistance if, in the opinion of the staff, such action is necessary. Every effort will be made to contact the parents should such a situation arise.	
Student name:	Class:
Parent name:	Signature:

Appendix 5 - International trip permission slip



MEF INTERNATIONAL SCHOOL
INTERNATIONAL TRIP PERMISSION FORM
INSERT COUNTRY NAME TRIP

Insert Date

MEF International School prides itself on providing students with opportunities to learn outside the classroom. On **DATE**, MEF IS will take learning one step further. We are giving students in **GRADES** the opportunity to travel to **CITY, COUNTRY** to promote learning in a real world context as well as to experience the culture and history of a different country. The proposed itinerary is detailed below.

Trip Information	
Field Trip Date:	Transport Mode:
Destination / Locations:	Teacher Leaders:
Flight details:	All Supervising Staff:
Hotel information:	Cost of trip:
Trip Itinerary:	

In addition to visiting the venues described above, students will have some structured free time to explore certain parts of the city, try various local foods, and participate in smaller excursions. **Main meals will be provided, but students should bring their own money for other food as well as snacks and other shopping.**

In order to cover the accommodation and support staff, as well as transportation and visitor fees, a deposit fee of **AMOUNT TL/FOREIGN CURRENCY** is required and should be handed in to the trip leader by **DATE**. This price is calculated based on the participation of at least **NUMBER** students.

- This money is non-refundable even if your child is unable to attend after paying.
- Visas and medical insurance are the responsibility of each student's family.
- *Main meals* are provided, but students should bring extra money for snacks and shopping.
- Kindly provide the teacher leading the trip with photo evidence of any required visas.

An overseas travel permission form and a student health form will also be needed once the trip roster is confirmed.

Please fill in the attached permission slip and hand it in to the trip leader along with a deposit fee of **AMOUNT TL/FOREIGN CURRENCY** no later than **DATE**, so that your child may participate in the **COUNTRY Trip**, a teaching and learning event. The remaining **AMOUNT TL/FOREIGN CURRENCY** is due on **DATE**. MEF IS teachers and administrators feel this trip will be very effective and worthwhile for all students.

Regards,

Signature required

Trip Leader name

Teaching Assignment

MEF International School

Signature required

Insert name

Principal

MEF International School

MEF INTERNATIONAL SCHOOL
ITINERARY AND PERMISSION FORM – COUNTRY FIELD TRIP

Please complete and return to **PS/SS** Office by **DATE**

I, the undersigned, give permission for my child in Grade to attend the MEF IS **COUNTRY** field trip on **DATES**.

Student Information	
Home phone #:	Place of Birth:
T.C. Kimlik #:	Passport #:
Father's name:	Mother's name:
Cell phone #:	Cell phone #:
Email:	Email:
Alternate contact:	Cell phone #:
Medical or personal needs that the staff should be aware of:	
Medication the student will be required to have during this Field Trip:	
Special Dietary Considerations: (If relevant):	
Permission Slip	
I accept and agree to all of the following: <ul style="list-style-type: none"> <input type="checkbox"/> I give permission for my child to attend the trip detailed above. <input type="checkbox"/> MEF International School does not provide visas or cover health insurance for this trip. <input type="checkbox"/> The cost of the trip is non-refundable even if my child is unable to attend after paying. <input type="checkbox"/> I must send the teacher leading this trip photo evidence of any required visas. <input type="checkbox"/> I authorize the obtaining of any medical assistance if, in the opinion of the staff, such action is necessary. Every effort will be made to contact the parents should such a situation arise. 	
Student name:	Class:
Parent name:	Signature:

Appendix 6 - Checklist for Overnight / Overseas Trips

**MEF INTERNATIONAL SCHOOL
CHECKLIST FOR OVERNIGHT TRIPS**

When planning trips for students the following checklist should be consulted and discussed with the Deputy Principal (Curriculum).

<p>Flight Pricing:</p> <ul style="list-style-type: none"><input type="checkbox"/> least amount of stopovers<input type="checkbox"/> major airline carriers with the pricing<input type="checkbox"/> detailed itinerary <p>Hotel:</p> <ul style="list-style-type: none"><input type="checkbox"/> Location / Contact information<input type="checkbox"/> rooming of students<input type="checkbox"/> grade levels divided <p>Health Form:</p> <ul style="list-style-type: none"><input type="checkbox"/> check health information provided on permission slips<input type="checkbox"/> arrange health insurance<input type="checkbox"/> copies of health insurance <p>Visa / Ministry of Education Paperwork:</p> <ul style="list-style-type: none"><input type="checkbox"/> consulates contacted<input type="checkbox"/> diplomatic passport students – letter of invitation<input type="checkbox"/> checklist of documents sent out and documents returned is prepared and revised <p>Students:</p> <ul style="list-style-type: none"><input type="checkbox"/> contact details<input type="checkbox"/> passport/id/ikamet details<input type="checkbox"/> health form copies<input type="checkbox"/> List of attending National Students shared with NS Deputy Principal (if applicable)	<p>Parent Package:</p> <ul style="list-style-type: none"><input type="checkbox"/> daily itinerary<input type="checkbox"/> costs breakdown<input type="checkbox"/> packing list<input type="checkbox"/> contact information for emergencies<input type="checkbox"/> rooming at the hotel<input type="checkbox"/> If overseas, then “Permission Form for Overseas Travel” for student to travel (organizing teacher should submit a copy of the form to the DP (Curriculum) and keep the originals for travel) <p>Parent Meeting:</p> <ul style="list-style-type: none"><input type="checkbox"/> security aspects<input type="checkbox"/> transportation issues<input type="checkbox"/> visa applications (Barcelona / Paris)<input type="checkbox"/> itinerary<input type="checkbox"/> Behaviour Policy and contract<input type="checkbox"/> Due dates for payment established <p>Payment:</p> <ul style="list-style-type: none"><input type="checkbox"/> photocopy foreign bills in case of counterfeit<input type="checkbox"/> each student has their own envelope<input type="checkbox"/> receipts provided
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Appendix 7 - Permission letter to travel



PERMISSION FORM FOR OVERSEAS TRAVEL

All travelers are required to submit this permission to travel form alongside their field trip permission form. Teachers will collect these forms and have them with them during the field trip. These forms will be submitted to the Ministry of Education for approval well in advance of the field trip.

We, the undersigned, _____ do hereby grant permission for our son/daughter _____ whose date of birth is ___/___/___ (Day/Month/Year), permission to travel with MEF International School to **CITY, COUNTRY [FLIGHT DESTINATION]** on the dates of **DAY/MONTH/YEAR** to **DAY/MONTH/YEAR**.

SIGNATURE OF PARENT/GUARDIAN: _____

DATE: ___/___/___ (Day/Month/Year)

Emergency Phone Number: _____

MEF International Schools
İstanbul Campus
Ulus Mah. Öztopuz Cad. Leylak Sok. 34340
Ulus Beşiktaş, İstanbul
Tel: 0212 287 6900



YURTDIŐI SEYAHATLERİ İÇİN İZİN FORMU

Tüm seyahate katılanların eğitim gezisi izin formlarının yanısıra bu izin belgesini de sunmaları gerekmektedir. Öğretmenler bu formları toplayacak ve tüm gezi boyunca yanlarında bulunduracaklardır. Bu formlar gezi tarihinden çok önceden onaylanmaları için Milli Eğitim Bakanlığı'na ibraz edilecektir.

Biz, aşağıda imzası bulunanlar, _____
(EBEVEYN VEYA YASAL VELİNİN İSMİ YAZILACAK)

bu izin belgesi ile, doğum tarihi ___/___/___ olan kızımız/oğlumuz _____
(Gün/Ay/Yıl) (ÖĞRENCİNİN

_____ 'un GÜN/AY/YIL - GÜN/AY/YIL tarihleri arasında
İSMİ YAZILACAK)

MEF Uluslararası Okulu-İSTANBUL ile **ŞEHİR, ÜLKE [UÇUŐ VARIŐ YERİ]**'ne seyahat etmesini onaylıyoruz.

EBEVEYN/VELİ İMZASI: _____

TARİH: ___/___/___ (Gün/Ay/Yıl)

Acil Durum Telefon No.su: _____

MEF International Schools
İstanbul Campus
Ulus Mah. Öztopuz Cad. Leylak Sok. 34340
Ulus Beşiktaş, İstanbul
Tel: 0212 287 6900

Appendix 8 - Student Health Form for Overnight trips



**STUDENT HEALTH INFORMATION FORM
OVERNIGHT FIELD TRIPS**

Student Information	
Name of Student:	
Date of Birth:	

List all medication information below::

Note: Please list below any medication/s that will be brought during the trip. All medication must be in the original container and labeled with the student's name.

Medication Information			
Name of Medication:		Name of Medication:	
When to administer:		When to administer:	
Dose:		Dose:	
Reason for medication:		Reason for medication:	
Possible side effects:		Possible side effects:	

Health History

1. Does your child have any or has s/he had any significant medical conditions??
2. Does your child have any dietary restrictions? If yes please describe.
3. Does your child have any allergies? If yes please describe.
4. Your child's blood type (please circle one) : A+ A- B+ B- AB+ AB- O+ O-

I, hereby declare that all the information provided in this form is true and accurate to the best of my knowledge. Any omission of important medical information may prevent the child from receiving proper medical care when/if needed.

Parent's Name:

Parent's Signature:

Date:

Appendix 9 - Overnight/International Trip Itinerary

**MEF INTERNATIONAL SCHOOL
INFORMATION FOR OVERNIGHT TRIPS**

Itinerary	
Date:	<ul style="list-style-type: none">● 2:00 pm - Depart MEF IS● 3:55 pm - Depart Istanbul (ISL Airport)● 5:25 pm - Arrive DESTINATION airport● 6:15 - DESTINATION Hotel check-in● 7:00 - Dinner (restaurant near hotel)● 9:00 - Everyone in their rooms● 10:00 - Lights out
Date:	<ul style="list-style-type: none">● 6:30 am - Wake up call● 7:00 am - Breakfast● 8:00 am - Check-in● 9:00 am - ACTIVITY● 10:45 am - ACTIVITY● 1:30 pm - Lunch● 2:30 pm - ACTIVITY● 4:30 pm - ACTIVITY● 6:00 pm - Dinner (restaurant near hotel)● 8:00 pm - Everyone in their rooms● 9:00 pm - Lights out
Date:	<ul style="list-style-type: none">● 7:30 am - Wake up call● 8:00 am - Breakfast● 9:00 am - Arrivals● 9:30 am - ACTIVITY● 12:45 pm - Lunch● 1:30 pm - ACTIVITY● 3:00 pm - ACTIVITY● 4:30 pm - Break● 5:00 pm - ACTIVITY● 7:00 pm - ACTIVITY● 8:00 pm - Dinner (restaurant near hotel)● 9:00 pm - Everyone in their rooms (packing bags)● 10:00pm - Lights out
Date:	<ul style="list-style-type: none">● 7:00 am - Wake up call

	<ul style="list-style-type: none"> ● 11:05 am - Depart DESTINATION (Airport) ● 12:10 pm - Arrive Istanbul (Airport) ● 2:00 pm - Arrive to MEF (subject to change depending on traffic)
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Contact Information	
Teacher:	Phone #: Email:
Teacher:	Phone #: Email:
Teacher:	Phone #: Email:

Trip Information	
Field Trip Date:	Transport Mode:
Destination / Locations:	Teacher Leaders:
Flight details:	All Supervising Staff:
Hotel information:	Cost of trip:

Safety and Behavior Expectations

- Students will stay within eyesight of a teacher at all times outside of their hotel room.
- A group check-in will be made before departure at the airport.
- Students will **not** enter the pool, restaurant, or other hotel facilities without teacher supervision.
- Students and teachers will **not** consume alcoholic beverages while on the trip.
- Students and teachers will **not** smoke (including e-cigarettes) while on the trip.
- Weak swimmers may **not** enter open water.
- Weak swimmers may only enter the children’s area of the hotel pool with teacher supervision.
- Students will carry their phone with them at all times.
- Lights out will be at **00:00** each night.
- Morning meeting time will be **00:00** each morning.
- Students and teachers will **not** leave their hotel room after lights out (**00:00**) until morning meeting time (**00:00**).

Packing list

We will be spending **NUMBER** nights in **CITY, COUNTRY**, which will be **WEATHER CONDITIONS**. Please pack accordingly.

Essential items:

- Proof of ID to travel (Turkish kimlik and Passport) - This will be carried by a teacher at all times
- **NUMBER & CURRENCY** - approximate cost for **NUMBER** meals
- Smartphone + charger
- Sunscreen
- Hat
- Sandals / flip flops
- Beach towel
- Comfortable shoes for walking
- Swimwear for suitable for open water (beach)
- Sportswear for activities
- Clothing suitable for warm/hot beach weather
- Clothing and undergarments suitable for **NUMBER** days in warm/hot weather
- Clothing and undergarments suitable for **NUMBER** evenings in warm/hot weather
- Toiletries
- Personal medication (Please let **TEACHER** know)

Suggested items:

- Headphones / earplugs
- Book
- Snacks