M.E.S INDIAN SCHOOL, DOHA-QATAR

Ext. Cir. No. 107 /2026-27
27/10/2026

P.O. Box No. 3453
Tel: 44572888

CIRCULAR

SUB: INSTRUCTIONS TO STUDENTS FOR THE FIELD TRIP TO TROCADERO THEME PARK

Dear Students,

Ref: External Circular No. 103, dated 21-10-2026

Kindly adhere to the following instructions concerning the field trip to Trocadero Theme Park,

1. All students must wear the proper school uniform and carry their school ID card.
2. Students should report to their respective classrooms **by 6:40 a.m.**
3. Assemble in front of the Head of Section (VP/HOS) office **at 7:10 a.m.** along with your class teacher for a briefing.
4. **Electronic items are strictly prohibited.**
5. Students are instructed to be in the vicinity of their teachers at all times.
6. Each student is responsible for their own belongings.
7. Food will be provided at the venue; no outside food is allowed inside the park.
8. Students must use the same bus for both the onward and return journey of the trip.
9. Assemble in the allotted area at **12:15 p.m.** with your class teacher for the return journey.
10. Students should strictly follow the rules and regulations of the park.
11. All students are expected to adhere to absolute discipline at all times.

Wishing You all a Happy and Enjoyable Outing!

HAMEEDA KADAR
Principal

To: All Parents/ Students of Classes V to VIII (Girls' & Boys')

Copy to: (1) Governing Board (2) Senior Vice Principal (3) V.P. /Head of Boys' Section (4) V.P. / Head of Girls' Section (5) HOS, Junior (6) HOS, KG (7) HOS, Eve. (8) HOS, Jr. Eve. (9) HOS, KG Eve. (10) HAI & QM (11) AHOS, Boys' (12) AHOS, Girls' (13) Manager, Admin & Facilities (14) Accounts Manager (15) Transport Manager (16) Teacher In-charge (17) Safety & Maintenance Engineer (18) Lead System Admin (19) ICT Section (20) Maintenance Supervisor (21) Coordinator, Campus Care & Housekeeping (22) Welfare Dept. (23) Procurement Manager (24) Canteen Supervisor (25) Library (26) Notice Boards.

Parent's Pledge and Consent for School Activities and Trips

Student Information			
Student Name		Identification Number (ID)	
School/Kindergarten name		Grade	
Date		Day	
Name of the activity/trip			
Purpose of the activity/trip			
Activity/Trip Executor			
Activity/Trip Location			

management of the school/kindergarten would like to inform you that it intends to organize a school activity/trip aimed at enhancing the educational and social aspects of students, in accordance with the data listed in the table above, and in line with the regulations approved by the competent authorities. Accordingly, please confirm your consent for your child's participation by signing below in this activity/trip, in accordance with the following:

The role of the school or private kindergarten administration	➢ provide all security and safety requirements approved by the competent authorities. ➢ Ensuring that the number of supervisors is proportional to the number of students participating to achieve effective supervision and public safety. ➢ Follow up on students' attendance and departure through approved official statements. ➢ Adhere to the date and time specified for the activity or trip and not accept any changes without prior approval from the management.
The role of the parent	➢ inform the school/kindergarten administration of any health condition that the student suffers from before the date of the activity or trip. ➢ The student's absence is counted if he/she does not attend school on the day of the activity or trip. ➢ Provide accurate and up-to-date information regarding the student's medical or special needs, if any. ➢ Inform the school/kindergarten administration immediately in case of a change in the contact number or contact details of the parent.
The role of the student	➢ adhere to modest dress, in accordance with the authentic customs and traditions of the Qatari society. ➢ Adhere to the approved behavioral evaluation policy for students and not violate the behavioral instructions during the activity or trip. ➢ Adhere to personal safety rules, including not walking alone in unsafe places, and staying away from any potential sources of danger. ➢ Commitment to good behavior, respect for others, and maintain cleanliness of the place and environment throughout the activity or trip.

Parent's consent or not for the activity/trip	Name		Consent	☐	Disapproval Reasons
	Kinship		Non-consent	☐	
	Phone number		Signature of the guardian		

School or Kindergarten Approval	Trip/Activity Officer		Signature		Stamp
	Name of the principal		Signature		