

SPRINGVALE PRIMARY SCHOOL

Established 1981



PERSEVERE

DOMESTIC AND INTERNATIONAL TOURS POLICY

REDRAFTED : 2016
REVIEW: 2018

DOCUMENT CONTROL

DOCUMENT DETAILS

ITEM	VALUE
Amendments Requested By:	School Governing Body
Document Revision Date:	May 2016
Author/s:	SGB
Security Level:	Confidential
This copy printed on:	09/11/2018
Document Name:	SGB- Domestic and International Tours Policy v1.1

REVISION CONTROL

REVISION	DATED	REVISED BY	DESCRIPTION OF MAJOR CHANGES
1	2013		
2	2016	Esnath Muzenda	Reworded the preamble; Formatted; amended minor grammar

SIGNATORIES



F Wood
Principal



N Vallabh
Chairperson



K Kambule
SGB Deputy Chairperson

Table of Contents

Table of Contents	3
1. PREAMBLE.....	4
2. APPROVAL OF TOURS	4
3. SELECTION CRITERIA FOR TOURS.....	5
4. SAFETY OF LEARNERS.....	5
5. APPOINTMENT OF EDUCATORS AND TOUR MANAGER.....	5
6. CONSENT	5
7. TOUR REPORT.....	6

1. PREAMBLE

In terms of the South African Schools Act of 1996, the governing body of a public school must determine the Tours and Excursion policy of that school. Springvale Primary School offers learners the opportunity to participate in one day and longer tours excursion. Tours and day excursions are organized according to grades. Tours and excursions are organized for the account of each learner.

The touring and hosting tours have educational value, and are considered to be an important feature in the school's wider extra-curricular programme. They provide a means to extend knowledge and develop expertise beyond the classroom. At the same time, they help to develop healthy relationships amongst pupils and to build school spirit. They offer learners an opportunity to exchange ideas and broaden their horizons.

At Springvale Primary School, we have sports and cultural tours. Sports tours motivate players and stimulate improvement in our sport. Cultural tours enrich the curricular programme. Both types of tours have valuable social benefits and promote school spirit. This policy is in line with the following acts:

- S.A. Schools Act (Act No. 84 of 1996)
- Education Policy Act (Act 27 of 1996)
- Gauteng Schools Education Act, 1995 (Act 6 of 1995) as amended
- Provincial Gazette Extraordinary GN 129 of 11 May 2012

2. APPROVAL OF TOURS

All tours planned for each academic year must be presented to the SGB by the SMT for approval. The application for the tours must include the following:

- The purpose of the tour
- The group of learners who qualify
- The nature of activities
- Limitation of interference with the educational programme and how lost time will be addressed
- The selection criteria employed to select the learners if not per grade
- The criteria on which any learner may be excluded
- Funding for the tour
 - Exemptions
 - Additional fundraising
 - Partial payments
 - Transport and safety measures
 - Timing of the tour and special considerations
 - The recommended Tour Manager and educators to accompany each tour
 - Possible risks and mitigation of these risks
- Approval for tours must be obtained from the AGM at the end of each financial year
- The SMT will submit the approved application to the SGB Chairperson and thereafter to the District Director for tours within the Province and the Head of Department for tours outside

of the Province as the case may be, by no longer than 3 months prior to the planned tour

3. SELECTION CRITERIA FOR TOURS

- Only learners from the grade for which a tour is arranged may qualify for any tour
- A learner who has accumulated more than the allocated demerits in terms of the demerit policy may be excluded based on demerits earned
- Only learners who qualified for team selection where a tour is organised for a sporting or other extra-mural event may qualify for tours
- A learner may not be excluded in the event of school fees not having been paid
- Learners who are fully or partially exempted by the SGB from paying school fees qualify for assistance

4. SAFETY OF LEARNERS

- Reasonable measures will be taken to ensure the security of all learners
- Learners will be under the supervision of an educator at all times
- Medical requirements for learners will be the responsibility of each parent in accordance with the medical questionnaire to be completed. All medication and prescriptions must be supplied by the parent
- Medical treatment for emergencies will be attended to in line with the medical consent form completed by the parent at the discretion of the relevant tour manager

5. APPOINTMENT OF EDUCATORS AND TOUR MANAGER

- The Governing Body shall appoint an educator and a tour manager for each tour
- Tour managers and educators will be on duty for the entire duration of the tour
- Tour managers and educators will be subject to the code of conduct as required of educators of Public Schools.

6. CONSENT

The written consent of each parent of a learner must be obtained at least 1 month prior to a tour. Insurance against accident, injury or illness must be attained by the school for each tour member. Wherever possible the tour manager and/or educator should have indemnity forms completed and signed by parents and must be given any prescription medication a child may require. Contact details of parents, guardians must be given to the tour manager and/or educator as well as medical aid details and contact details of medical professionals in the case of pupils with medical problems.

- The invitation to each learner to tour must include:

- Purpose of the tour
- Itinerary
- Risks
- Detail of educator and/or tour manager
- Transport and accommodation
- Arrangement for safekeeping of valuables
- Safety of learners
- Cost and exemptions
- Discipline and safety rules

7. TOUR REPORT

At the end of the tour, the tour manager will submit a full report regarding the tour within one month after the tour to the SGB for approval and to forward to the District Office. This report must not only give details of the events that took place, but must determine whether or not the tour was successful and whether the intended goals were achieved. It should also offer advice for future tours and the changes that should be made to ensure future success.

The report will include:

- Full statement of income and expenditure
- Accident and injury report
- Report on any misconduct