

# Glenstantia Primary School



## Tour Policy

<b>Date approved</b>	8 Sept 2021	<b>Date Policy will take effect</b>	9 Sept 2021	<b>Date of next review</b>	Annually
<b>Developed by</b>	Policy Development and review Committee (PDRC) of the School Governing Body (SGB)				
<b>Approved by</b>	School Governing Body (SGB)				
<b>Responsible Body</b>	School Governing Body (SGB)				
<b>Supporting documents, procedures and forms for this policy</b>	Gauteng Department of Education: Exemplar Domestic and International Tours Policy				
<b>References and Legislation</b>	<p>The Constitution of the Republic of South Africa, 1996 (Act No 108 of 1996), as amended.</p> <p>The South African Schools Act, 1996 (Act No 84 of 1996), as amended.</p> <p>The National Education Policy Act, 1996 (Act No 27 of 1996), as amended.</p> <p>Employment of Educators Act, 1998 (Act No 76 of 1998), as amended.</p> <p>South African Council of Educators, 2000 (Act No 31 of 2000), as amended.</p> <p>The Regulations on Domestic and International Tours, 2012 (Provincial Gazette No 129 of 11 May 2012)</p> <p>General Notice 1189 of 2012</p> <p>The Regulations on Domestic and International Tours for learners at Public Schools, 2012</p>				
<b>Scope</b>	Learners and staff				
<b>Expiry date of policy</b>	This policy remains in force until replaced by a policy revised and approved by the SGB.				

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## **1. PURPOSE OF THE POLICY**

The School Governing Body of Glenstantia Primary School developed the policy to assist teachers in the planning, budgeting, organization, selection and participation of learners in school tours.

The purpose of the policy is to provide educational, psychosocial and personal development of a learner through curricular and extra-curricular activities offered by the school including school tours in order for the learner to participate actively in community life.

## **2. OBJECTIVES OF THE POLICY**

- 2.1 To set out the planning, approval and management of school tours.
- 2.2 To provide procedures for the selection of learners and teachers for school tours on the basis of criteria that does not unfairly discriminate against anybody, including learners who are unable to pay or has not paid school fees.
- 2.3 To promote the safety of learners on school tours, including emphasizing the duties of teachers accompanying school tours.

## **3. SCOPE OF APPLICABILITY**

This policy applies to domestic and international tours undertaken by Glenstantia Primary School or under the auspices of the school.

## **4. POLICY STATEMENT**

### **4.1 Procedures for the planning and budgeting of school tours:**

- 4.1.1 The Glenstantia Primary School Governing Body plans and budgets for school tours in the third term of the year preceding the implementation and presents the budget to an Annual General Meeting of parents in October of the same year in preparation for the following year.
- 4.1.2 The annual budget of the school will take into consideration the full costing of tours for the whole year and will not include the cost of school tours in the school fees.
- 4.1.3 Types of Tours:
  - Day Trips for each grade:  
These are educational one day trips (mostly during school time) arranged for each grade once per term. Day trips are budgeted for and included in the school fees.

- End of year one day excursions:  
These can be educational or for fun and parents pay additional for these as they are non-educational outings e.g. Grade 7 farewell outing (during school time)
- Domestic Sport tours/clubs:  
Teachers in charge of a sporting code or club can organize self funding tours for their team/club members. These will take place during long weekends and holidays mostly. Fundraising can be done for these.
- Sporting Clinics/choir and prefect camps:  
These are budgeted for and partly sponsored by school due to the fact that these are compulsory for the selected groups to attend.
- Domestic Tours:  
These are Educational and sport related tours where learners from the grade or a specific sporting code participate voluntary in tour. These are completely self-funding. Learners may be excluded due to disciplinary and behaviour problems. Learners who are unable to afford the tour may be identified to be sponsored by the grade tour Fund if funds are available. All costs to be paid in full before departure.
- International Tours:  
International tours are voluntary and self-funding. Parents of a sporting or culture code are approached and may decide after been given the full cost and itinerary of the tour whether they want their child to participate in the event. All costs must be covered and requirements met before departure.

4.1.4 The nature of the activity determines whether a school tour is planned for during weekdays, weekends or holidays. The Glenstantia Primary School plans (4 trips per year per Grade of one day tours) and (1 domestic tour per year for Grades 3 – 7 respectively) per year. The School plans for academic tours as one day tours while domestic tours for sporting or cultural activities are planned for weekday or weekend activities including holidays.

#### 4.2 Procedures for the approval of school tours:

- 4.2.1 The School Governing Body presents the annual budget of the school at an annual general meeting of parents in October of every year for approval in preparation for the following year. The approved annual budget is thereafter submitted to the District Director to approve the implementation of the budget in writing. Only then can the school implement the plan.
- 4.2.2 Undertaking of tours is subject to submitting an application to tour on prescribed forms with the necessary supporting documents to the District Office of the Department at least 3 months prior to the departure date of the domestic tour and 6 months prior to the departure of the International tour, for the approval of the District Director or in special circumstances, within such short period as the District Director may allow.
- 4.2.3 The school will submit to the District Director/Head of Department/MEC a final written list of all learners, teachers and other participants selected for the tour after a tour has been approved.
- 4.2.4 The school will seek approval for the tours through the District Director, who will ensure that the relevant approval is sought in respect of the various tours and inform the school accordingly.

4.2.5 In cases where the school was not satisfied with the reasons or the disapproval of an application, the school will, in terms of the procedures set out in the Regulations on Domestic and International Tours, 2012 (Provincial Gazette No 129 of 11 May 2012), lodge an appeal.

#### 4.3 Procedures for the management of school tours

4.3.1 The school regards academic school tours as part of the normal school educational programme. Depending on the programme for the tour, academic school tours are undertaken during weekdays or as a full one-day tour. Domestic tours of a sporting or cultural nature are undertaken during weekends or holidays.

4.3.2 Parents are notified in writing at least three to four weeks in advance before such a school tour is undertaken with all the logistical arrangements for the tour included.

4.3.3 International tours are arranged for enrichment of learners in the areas of Natural Sciences and Technology, the Visual and Dramatic Arts, Sport, Music and the geographical exploration of the country visited. In the case of International tours, parents are informed 1 year in advance before such a school tour is undertaken with all the logistical arrangements for the tour included.

#### 4.4 Selection of learners for public school tours:

4.4.1 Every learner who is admitted to Glenstantia Primary School is admitted to the total school programme which includes all curricular, co-curricular and extra-mural programmes or activities offered by the school, excluding tours organized or approved by or made under the auspices of the school.

4.4.2 Glenstantia Primary School select learners for school tours based on the principles of merit, redress, equity and representivity including participation.

4.4.3 No learner at Glenstantia Primary School will be unfairly discriminated against or excluded from any school tour selection policy or practice including on the grounds that the learner's parent is unable to pay or has not paid any school fee except on the basis of non-participation in the activity for which the tour is intended or on any other fair basis.

4.4.4 The parent of a learner that intends to allow his/her child to participate in a tour is expected to pay for the tour.

#### 4.5 Safety of learners on tour:

4.5.1 The School will take reasonable measures to ensure the safety of learners on tours, including:

- Insuring against accidents, injuries, general medical expenses, hospitalization and theft that may occur on tour; and
- Ensuring if reasonably practicable, that learners are under the supervision of an accompanying teacher at all times on tour.

#### 4.6 Appointment of tour manager and teachers to accompany learners:

- 4.6.1 The School Governing Body will appoint a tour manager and identify teachers for accompanying learners for each tour in consultation with the School Management Team.
- 4.6.2 Each tour manager appointed by the School Governing Body will take the overall responsibility for the tour he or she is appointed for.
- 4.6.3 The School Governing Body will ensure that at least one teacher accompanies every 20 – 30 learners or part thereof on any tour and in the case of a tour in which both male and female learners are participating, at least one –
- Male teacher accompanies every 20 – 30 male learners; and
  - Female teacher accompanies every 20 – 30 female learners or part thereof.
- 4.6.4 The School Governing Body and the School Management Team will ensure that the tour manager and accompanying teachers are briefed on their duties in keeping with (12.8) below.

#### 4.7 Duties of tour manager and teachers accompanying a tour:

- 4.7.1 The tour manager and every teacher accompanying a tour are on duty for the entire duration of the tour; bound by all codes of conduct or dress as may be determined by the School Governing Body of the school and bound by all codes of conduct applicable to the teaching profession.
- 4.7.2 The tour manager and every teacher accompanying a tour will, as far as it reasonably practicable take all reasonably practicable steps to:
- ensure the safety of learners at all times;
  - supervise the activities of learners at all times where this is reasonably practicable, enforce the discipline and safety rules of the tour at all times and take appropriate corrective action whenever necessary;
  - may not cede his/her responsibility to facilitators/guides provided;
  - ensure that all reasonable measures are taken to transport learners safely during the tour;
  - ensure that all learners are accommodated in the lodgings specified in the tour itinerary;
  - make appropriate reasonable arrangements for the safekeeping of the travel documents, such as passports, visas and inoculation certificates; tour funds and learners' valuable; and remind learners to take their prescribed medication, where applicable, at the prescribed intervals.
  - Inform the Principal and make reasonable attempts to contact the parent(s) of the learner if a learner is injured or falls ill during a tour and requires medical treatment in order to obtain consent for such medical treatment;
  - determine whether or not to consent to the medical treatment if the tour manager is unable to contact the parent(s) of the learner; and
  - submit a tour report after the tour.

#### 4.8 Duties of the parents of learners on tour:

4.8.1 The School Governing Body via the SMT will communicate to parents the following responsibilities required of them:

- To complete all necessary documents, including the consent form and medical questionnaire.
- If a learner is on medication and will require that medication while on tour, the parent must –
  - Ensure that the learner has sufficient quantities of medication for the duration of the tour.
  - Complete the medical questionnaire attached as Schedule 2.
  - Ensure that the school has an updated information on any changes to the medication requirements of the learner.
  - Ensure that the learner and the tour manager are in possession of the original doctor's prescription.
- Consent: Glenstantia Primary School will require every parent of a learner who has been selected to go on tour to consent in writing prior to the date of departure of the tour, to the learner's participation in the tour and to matters ancillary thereto in the form of Schedule 3.

#### 4.9 Information provided to parents and the Department:

The school will provide the parent of every learner who has been selected for a tour with the following information:

- 4.9.1 a copy of the invitation letter to participate in the tour clearly stating the purpose of the tour and when the tour is scheduled to take place;
- 4.9.2 The nature of activities that the learner will be engaged in on tour and the possible risks involved;
- 4.9.3 The full itinerary of the tour, with relevant contact details of tour participants, hosts and accommodation service providers;
- 4.9.4 The number, names and contact details of the tour manager and other teachers who will accompany the learners on tour;
- 4.9.5 The transport and accommodation arrangements and arrangements for set meals on tour;
- 4.9.6 The travel documents, such as passports, visas and inoculation certificates, where applicable, that will be required and where they can be obtained;
- 4.9.7 The arrangements for the safekeeping of tour funds and learners' valuables;
- 4.9.8 The arrangements that will be made to ensure the safety of learners and teachers while on tour;

4.9.9 The discipline and safety rules regarding the tour and the consequences of failing to comply with the rules;

4.9.10 Any other matters ancillary thereto.

**SIGNED BY**

Chairperson of the SGB:

Date:

The Principal:

Date:

IDS0:

Date: