



## CHIVIRIKANI PRIMARY SCHOOL

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# SCHOOL POLICY

## Excursions and Tours

**EFFECTIVE DATE:** \_\_\_\_\_

### REVISION HISTORY:

As amended on:

11 October 2016 (South African Schools Act, 1996 (Act No. 84 of 1996))

### PURPOSE

Learners should be Holistically Educated. Excursions Should Therefore be linked to the Learners Curriculum

- Educational excursions are not part of the curriculum; but there should be a link with the work the learners are doing at school.
- Planning regarding the educational value for learners, costs involved, safety and insurance is vital.
- All trips and excursions should be discussed during the third term of the previous year, to facilitate planning for the next year.
- During the last term all research should be finalised, so that bookings and planning can be completed to meet deadlines.
- The calculation of fees for trips should include a levy of 10 % to cover hidden costs.
- These excursions can be arranged to fall within official school times or holidays.

## PROCEDURES FOR EDUCATIONAL TRIPS

- All applications should be submitted in writing to the relevant circuit manager at least one month ahead of time.
- The following documents should accompany the application:
  - approval of the SGB and the relevant parents.
  - educational programme and how it is linked to the current curriculum.
  - a clear explanation of why the proposed trip cannot be taken during a school holiday.
  - the arrangements that are made to ensure that the learners who do not go on the trip can proceed with their usual activities.
  - a proposed tour plan.
  - the number and gender of learners who are going on the trip.
  
- For each 30 learners there should be one educator in charge.

## SAFETY DURING EXCURSIONS OR TRIPS

- The responsible educators accompanying learners on excursions should take care to ensure learner's safety.
- Educators should not allow strangers to have any contact with learners during excursions.
- The number of learners on the bus should be checked before departure and after visits to ensure that no learner is left behind.
- All learners leaving the school grounds to go on excursions should submit a letter of consent by parents or guardians to the responsible educator.
- Any public vehicle transporting learners should carry valid insurance. Drivers must also be in possession of a valid **Professional Drivers Permit**.
- Responsible educators should ensure that any public vehicle used is in a roadworthy condition and that the driver executes his or her duties in a responsible fashion.
- If there is any doubt the learners should not get on the bus.

