

School tour policy

This document constitutes the school tour policy of Monument Primary School, as approved by the governing body. The policy was drafted in terms of the relevant provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 (hereinafter 'SASA'); the Regulations for Safety Measures at Public Schools (Government Gazette 22754/2001: Notice 1040), and other applicable legislation.¹

This policy must be read in conjunction with the school's safety policy.

1. Introduction

School tours or excursions are a valuable part of the school programme. Tours or excursions are meant to offer learners a variety of educational experiences outside the formal classroom. These events motivate learners to participate in various school programmes, and contribute to the school's objective of holistic education. As there is a higher risk attached to any activity outside school grounds, this policy is drafted in order to minimise such risk and to ensure that all parties involved are aware of their responsibilities.

2. Tour planning

The coordinator/organiser of the relevant team or group who are planning to undertake a tour must obtain prior approval from the school principal and governing body.

A comprehensive submission must be made, which shall inter alia contain the following information:

- The objective of the envisaged tour
- Possible tour dates
- Provisional tour programme

¹ Where provincial regulations regarding school tours apply, schools must take it into account.

- The planned route and end destination

The parents/guardians of tour members shall be responsible for their children's tour costs. The tour budget must also provide for the tour costs of supervising staff.

In addition, provision must be made for learners whose parents/guardians are unable to pay the full tour costs. No learner may be prevented from going on tour if his/her parent/guardian fails to pay the tour fees.

Fundraising projects may be undertaken in aid of tour funds, provided that the governing body grants prior approval.

1. Supervision

All educators and/or supervisors accompanying learners on tour shall be responsible for the safety and well-being of all tour members in their care, for the full duration of the tour. Even if educators and/or supervisors accompany the tour voluntarily and outside school hours, this in no way detracts from their responsibility. An educator and/or supervisor's duty of care in an official capacity goes beyond normal school hours.

The number of supervisors depends on the number of learners attending the tour (primary schools 1:20, secondary schools 1:30). Should a sufficient number of educators not be available, parents/guardians must be requested to accompany the tour in a supervisory capacity.

The rule of *in loco parentis* will apply to all tours. This means that supervisors will fulfil the function of parents. All tours are an extension of the school, and learners should therefore be supervised at all times. Neither individual learners nor groups may go unsupervised.

- Activities to be undertaken while on tour
- The envisaged number of learners who will go on tour

- Transport and accommodation arrangements
- Information on supervisors
- Tour budget
- Financial implications for both the school and parents
- Possible risks and concomitant action plans

In order to enable parents/guardians to budget for tour costs, the cut-off dates for tour planning are as follows:

- For the March/April holiday – (insert date)
- For the June/July holiday – (insert date)
- For the September/October holiday – (insert date)

Once a tour has been approved, the tour organiser must keep the relevant sports or cultural manager informed of any arrangements, and must provide such manager with copies of all tour-related correspondence addressed to parents/guardians.

Learners may not miss more than one school day due to a tour. Tour organisers must also keep in mind the prescribed and compulsory classroom contact time for educators when allocating educators to tours.

2. Costs

Staff of the same sex as the tour members shall be present on the buses used to transport tour members as well as during tour activities. This is particularly vital if tour members are expected to sleep away from home.

The school shall not be held liable for any loss or damage with regard to tour members' personal items. Learners themselves are responsible for the safekeeping of their property.

Should an educator take a learner on tour voluntarily and in respect of an activity apart from an official school activity, this shall be arranged between parents and the educator, and the school shall not be responsible for any risks, damage or loss.

3. Transport – see the school’s safety policy

4. Consent

Parents/guardians must receive early notice of any envisaged tours, affording them enough time to budget for tour costs and plan family vacations.

A parent meeting must be convened, during which parents/guardians must be fully informed regarding the following aspects:

- The objective of the tour
- The full itinerary/agenda of the tour, including contact details of hosts and supervising educators
- The transport, accommodation and catering arrangements
- Whether learners will require travel documents and/or immunisation certificates, and where these are to be obtained
- That any travel documents must be obtained at least seven (7) days prior to the departure date
- Costs related to the tour
- Possible tour dates, including departure and arrival times
- Arrangements for learner supervision
- Additional rules of conduct
- Action to be taken by supervisors in case of any serious misconduct by, or injury/illness of, a learner
- Any additional equipment or clothing that learners will require for the tour
- Other relevant information

Each learner's parent/guardian must complete a consent form for the child's tour participation beforehand. Any relevant medical information in respect of the learner must be indicated on such form. Learners may not participate in any additional activities to which parents/guardians have not agreed.

However, no indemnity form indemnifies an educator against negligence or lack of supervision.

5. Tour rules/conduct

The code of conduct of the school applies to all tours as well. The tour organiser may determine additional rules for a tour, which must be conveyed to the parents/guardians and learners at the parent meeting.

Learners must act as ambassadors of the school at all times, and must guard the school's reputation through their conduct, participation and engagement with the public and learners of other schools. School clothing must be worn with pride. This equally applies to non-participants and spectators.

Learners who violate school rules will be reprimanded and, where necessary, reported to the school principal. In the case of serious misconduct, immediate action must be taken against such learner. The parents/guardians of the learner will be contacted and, where possible, arrangements may be made for the learner immediately to return home under supervision. The parents/guardians of such learner will be held liable for any costs incurred by the school for this purpose.


6. Medication

The tour organiser must ensure that a fully equipped first-aid kit is taken along on every tour.

See the school's safety policy for the procedures on administering medicine and related matters.

7. The rules stated above equally apply to weekend tours or other school excursions.

SIGNED AT *hodge smith* ON THIS *15th* DAY OF *AUGUST 2014*



Governing body chair

FORM 2



ANNEXURE A

LEARNER HEALTH FORM (PMS1)

- This information is required for each learner participating in the excursion.

STRICTLY CONFIDENTIAL

LEARNER DETAILS

- Learner's date of birth:
- Learner's name:
- Parent / Guardian's full name:
- Postal address:
- Post code:
- Telephone number (home):
(Cell): (Fax):
- Is your child subject to seizures, fainting, epilepsy, diabetes or any other condition that may affect his or her safety during the excursion / trip or tour?
.....
- Work address:
- Family doctor:
- **Medical Aid details:** (Yes / No) If "yes", please give details:
.....
.....
- **Is your child allergic to:**

- Penicillin (Please give details):
- Any other drug:
- Any food:
- Other:
- Date of last tetanus vaccination:

- **Medication:**

- Parents / guardians are requested to make arrangements with the trip / excursion committee for the safe keeping and handling of prescribed medications prior to the excursion.
- Is your child presently taking tablets and / or other forms of prescribed medication?
Yes / No.....
- Does your child self-administer the medication? Yes / No.....
- If "yes", state name of medication, dosage and frequency of use:
.....

- **Other information**

- Please provide any other information about your child which will enable the organisers of the excursion to provide better care for your child.
.....

FORM 4



ANNEXURE B

PARENT CONSENT FORM

TO BE SIGNED BY THE PARENT AND RETURNED TO SCHOOL

NAME OF SCHOOL: Monument Primary School **WARD:** Mnambithi West

PARENT'S CONTACT TELEPHONE NUMBERS

Home: Work:

Mobile:

I have read and understood the information regarding the school excursion to be undertaken by my son / daughter (name) who is in grade.....

I do / do not give my consent for my child to participate in the school excursion as indicated below

Date from..... to.....

Destination:

NAME OF CONSENTING PARENT:

SIGNATURE OF PARENT: **DATE:**

* The following details have changed from those recorded on my child's medical information form. *(Please attach further information to this effect).*

N.B. PARENTS ARE RESPONSIBLE FOR ANY COSTS INCURRED IN CASE OF ACCIDENT, OR ILLNESS DURING THE EXCURSION. WE RECOMMEND THAT INSURANCE FOR THAT ABOVE BE TAKEN.

Required information in the case of medical treatment or hospitalisation

Employer's name and address

.....
.....

Name of medical aid fund

.....

Medical aid number

.....

Medical aid scheme/option

.....

Residential address of parent/guardian

.....
.....
.....
.....

Telephone numbers

Home

Father (work)

Father (cell phone)

Mother (work).....

Mother (cell phone)

General practitioner (name and telephone number).....
.....

CONSENT AND INDEMNITY FORM

(To be used only for activities other than school activities in terms of section 1 of the South African Schools Act)

I, _____, parent/guardian of (learner's name) _____ in grade _____, hereby consent to my child's participation in any fundraising project, business activity or any other activity other than a school activity in terms of the South African Schools Act¹ that has been approved by the governing body or school principal, either on or outside the school grounds.

I acknowledge that my child's participation in the abovementioned activities shall be at own risk.

I further agree that the staff of the school, or a person appointed by the school, may transport my child to and from the activities outside the school premises.

Where an educator voluntarily transports a learner in a non-official capacity, it shall be deemed an arrangement between the parents and the educator, and the school shall not accept responsibility for any risk.

I take note that my child will be under the supervision of the staff of the school, or a person appointed by the school, which person(s) shall act with the necessary caution to ensure my child's safety. I further realise that none of the staff of the school, persons appointed by the school, the governing body or the school itself may be held liable for the loss of any personal possession or any other loss or damage that may be incurred or suffered. Therefore, I hereby waive any right to any claim whatsoever against the school that may arise from any loss or damage as a result of participation in the abovementioned activities.

As parent/guardian, I hereby agree that the responsible staff of the school, or a person appointed by the school, may obtain urgent medical assistance for my child should it become necessary during his/her involvement in activities to which this indemnity form pertains. To the best of my knowledge, the child is in good health. Those responsible are however requested to note the following: (Mention any disability, health risk, disorder or impediment from which your child suffers and/or any special activities from which your child must refrain. Also mention any medication or allergies.)

¹ A school activity is defined as "any official educational, cultural, recreational or social activity of the school within or outside the school premises".

Required information in the case of medical treatment or hospitalisation

Employer's name and address

.....
.....

Name of medical aid fund

Medical aid number

Medical aid scheme/option

Residential address of parent/guardian

.....
.....
.....

Telephone numbers

Home

Father (work)

Father (cellphone)

Mother (work)

Mother (cellphone)

General practitioner (name and telephone number)

I acknowledge the following:

1. That this consent and indemnity do not apply to school activities, and that the state is liable for any damage that may arise from a school activity.
2. That this consent and indemnity in no way constitute a waiver of the minor's right to institute any claim.

Signature of parent/guardian

Date



SPORTKENNISGEWING/ SPORT NOTICE



Baie geluk! U kind is gekies om die skool in die volgende sportspan te verteenwoordig.

Congratulations! Your child has been chosen to represent the school in the following sport team.

Sport: _____ Span/Team: _____

Plek / Venue: _____ Datum / Date: _____

Teen / Against: _____ Wedstrydtyd / Match time: _____

Ontmoet by skool om / Meet at school at: _____

BUS: Vertrektyd / Departure time: _____ Arriveer / Return: _____

Onthou asseblief / Please remember:

- 1. Korrekte sportdrag vir u kind. / Correct uniform for your child.
- 2. Besorg u kind betyds by die skool en haal hom/haar betyds.
Bring and collect your child on time.
- 3. Hekke sluit 'n half uur na aankomstyd soos op die brief aangedui.
Gates will be closed half an hour after stipulated arrival time.



Dankie / Thank you



SPORTAFRIGTER / SPORT COACH

Naam van kind / Child's Name: _____

My kind mag deelneem. / My child may play.

My kind mag nie deelneem nie. / My child may not play.

VERVOER / TRANSPORT: Eie vervoer / Own transport

Skoolbus / School bus



Sel / Cell: _____ Tel (h): _____

Handtekening / Signature: _____