

Primêre Skool Stoneridge

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TITLE OF THE POLICY:	EDUCATIONAL TOURS AND VISITS (Excursions)	No: 31
EFFECTIVE DATE		
DATE OF NEXT REVIEW		
LEGISLATIVE FRAMEWORK	In the case of trips to outside the Republic of South Africa, the school shall assist learners to secure any travelling documents requirements such as passports, visas, travel letters, etc.	

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1. PREAMBLE

The SGB of the school supports and promotes the undertaking of educational visits by the school. This is based on the understanding that educational visits by the school. This is based on the understanding that educational tours have a positive academic contribution to the life of learners. The SGB is also aware of the detriments of such trips if they are not properly organised, managed, co-ordinated and supervised. The school hereby declares that no trip shall be undertaken, under the name of the school without an official approval from the principal of the school.

All educational trips undertaken by the school shall have the authorisation of the SGB. Authorisation as such shall only be in writing. The school shall regard only the following as official tours that are undertaken for educational purposes by the school:

- Visits to career exhibitions and open days
- Visits for sporting activities
- Visits for cultural and / or religious purposes
- Travelling for official school functions

The school commits itself for upholding and contributing to these framework stipulations managed, coordinated and supervised.

2. PURPOSE

This is the official school educational visits policy of our School. This policy aims to provide the guidelines to be followed and adhered to by the school community when educational trips/visits/tours are to be undertaken by the school. The policy ensures that academic excursions are undertaken for such purposes and not as a way of vacation. It also ensures the effective use of school time since the SGB considers the educational journey time as official school time. All the educational visits undertaken by the school shall have to be in accordance with the stipulations of this policy for the School Governing Body (SBG) to give its blessings for such visits.

3. AIM

- a. Learners should be educated holistically. Excursions should therefore be linked to the curriculum the learners are following.
- b. Although educational excursions are not part of the compulsory curriculum, there should be a link with the work the learners are doing at school.
- c. Thorough planning regarding the educational value for learners, costs involved, safety and insurance is vital.
- d. Responsible people should try to discuss all trips and excursions in the third term of the previous year, so that the planning can be done for the next year.
- e. During the last term all the research in this regard should be finalized, so that bookings and planning can be completed in time to meet deadlines.
- f. The calculation of fees for trips should include a levy of 10 % to cover hidden costs.
- g. It should always be attempted to arrange these excursions to fall within official school time or school holidays.

4. OFFICIALLY RECOGNISED EDUCATIONAL VISITS

The school hereby declares that no trip shall be undertaken under the name of the school without an official approval from the principal of the school. All educational trips undertaken by the school shall have the authorisation of the SGB. Such an authorisation shall only be in writing. The school shall regard ONLY the following as official tours that are undertaken for educational purposes by

the school:

- a. Visits to career exhibitions and open days.
- b. Visits to universities for career guidance and learning.
- c. Visits to career development centres.
- d. Visits to industries, companies and employer organisations.
- e. Visits for sporting activities.
- f. Visits for cultural and/or religious purposes.
- g. Travelling for official school functions

5. PROCEDURES THAT SHOULD BE FOLLOWED FOR EDUCATIONAL TRIPS

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

6. TRANSPORT TYPE

The school only recognises the use of official public transport for all its educational visits as the life of the learners are to be secured in all possible ways and at all times. The following shall be the officially approved mode and type of transport to be used by the school:

- a. School buses
- b. Public busses
- c. Public taxis
- d. Rail transport (passenger trains)
- e. Air transport
- f. The use of individual's (personal) vehicle to transport learners shall only be allowed if written approval has been obtained from the SGB. Such approval shall indicate that verification has been made regarding the passengers' insurance cover.

7. THE SCHOOL TRANSPORT COMMITTEE (STC)

The school shall establish a ----- member transport committee. The committee shall primarily be tasked with the following duties:

- a. To organise transport for all educational transport needs of the school.
- b. To ensure that it gets the most reasonable transport for the school.
- c. To ascertain that the arrangements for the educational trips are in line with the stipulations of this policy.
- d. To collect all monies needed for the educational trips, such as the transport/travelling costs, catering fees, etc.
- e. The STC shall safely keep all transport related monies that are collected.

8. FUNDING FOR SCHOOL EDUCATIONAL TRIPS

The school shall observe the following regulations regarding the funding for educational trips at the school, unless otherwise directed:

- a. Learners shall pay for all educational trips they undertake as organised by the school for such purposes.
- b. The school shall pay ONLY for the educators who are on duty, as delegated by the school, in such an educational trip. The educators on duty shall, on return of the trip, provide a written report, to the Principal, giving a complete account of the journey.
- c. The SGB may subsidise some educational trips where circumstances require and warrant for such a subsidy. In the case where the SGB has to subsidise an educational trip, the percentage subsidy may not exceed-----% of the total trip/travelling costs per person.
- d. In the event where a funding grant has been secured from a funder, the trip shall be subsidised to a maximum of ----- % of the total travelling cost per person.
- e. In the case of trips to outside the Republic of South Africa, the school shall assist learners to secure any travelling documents requirements such as passports, visas, travel letters, etc. This assistance shall be provided to learners in consultation with the parents.
- f. The parents shall be responsible to secure valid insurance for foreign travellers for their children.

9. MANAGING THE EDUCATIONAL TRIPS

1) Prior to the trip

- a. The following shall be observed and put in place prior to the trip being undertaken:
- b. Select a trip master to be in charge during the journey.
- c. Get the necessary written authorisation prior to arranging with any external service provider.
- d. Make all the necessary transport and logistics arrangements well in advance.
- e. Ensure that all the required documentation is secured to avoid any disappointments and financial charges for un-honoured transactions.
- f. Identify the required people to be in charge of the trip.
- g. Compile an accurate list/register of all those who are travelling.
- h. Inform learners about all the logistics of the trip, such as the places to be visited, places of accommodation, meal times, etc.
- i. Provide a contact number of one of the responsible staff to parents of travelling learners.
- j. Keep a list of all learners who have medical conditions and ensure that information on where to get possible help at the destination is kept handy.

2) Safety during excursions or trips

- a. The responsible educators accompanying learners on excursions should take special care to ensure learner's safety.
- b. Educators should not allow strangers to have any contact with learners during excursions.
- c. The number of learners on the bus should be checked before departure and after visits to ensure that no learner is left behind.
- d. All learners leaving the school grounds to go on excursions should submit a letter of consent to the responsible educator.
- e. Any public vehicle transporting learners should carry valid insurance.
- f. 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.
- g. If there is any doubt the learners should not get on the bus.

3) **During the trip**

- a. Ensure the management of time during the journey, where applicable and necessary.
- b. Make sure that the driver does not take any intoxicating substances on the journey.
- c. Ensure that the driver is awake at all times and rests every 200km travelled on the road.
- d. Keep parents informed of the journey and the welfare of the learners. This shall be done via announcements on the local and community radio stations.
- e. Maintain constant supervision of the learners during the trip.

4) **After the trip**

- a. The trip master shall compile a report on the trip for the school. Such a report shall be compiled within a period of five working days. The report shall contain the following information:
 - I. Date of the trip
 - II. Condition of the mode of transport
 - III. Experiences on the way
 - IV. Experiences at the destination
 - V. Benefits of the trip
 - VI. Challenges/difficulties experienced
- b. The principal shall provide a report to the SGB about the trip.

10. DEALING WITH MISBEHAVING LEARNERS

The school understands that educational trip shall be undertaken for academic purposes. It is in this vein that educational trips shall be observed in the school. In the case where some learner(s) have been identified to have misbehaved during the trip, the following measures are put in place to deal with such a learner(s):

- a. The School Transport Committee shall listen to the case.
- b. The trip master shall provide the STC with a report on the case in question.
- c. This is not a disciplinary hearing.
- d. The learner shall be accorded an opportunity to bring his/her side of the story.
- e. The STC shall present its findings to the principal who will decide whether the matter can be regarded as a violation of the School Code of Conduct for Learners.

12. IMPLEMENTATION AND REVIEW

- This Policy of the school becomes effective as from the date when the stakeholders of the school adopt it.
- The policy will be reviewed by the stakeholders of the school at the start of each year to ensure that it complies with the changing legislation.

THIS POLICY HAS BEEN ADOPTED:

DATE: _____

PLACE: _____

Stakeholders	Initials & Surname	Signature
Principal		
Deputy Principal / DH		
SGB Chairperson		
SGB Secretary		

The policy shall be reviewed every _____

Circuit Manager: _____

Date: _____