



PRETORIA BOYS HIGH SCHOOL

TOUR & EXCURSION POLICY

1. INTRODUCTION

School tours have a significant educational value, and are considered to be an important feature in the School's wider extra-curricular programme. Sports tours motivate players and stimulate improvement in our sport, while cultural tours enrich the curricular programme and promote a wide range of interests. Both types of tours have valuable social benefits and promote School spirit.

2. DEFINITIONS

- 2.1 "Regulations", unless the context indicates otherwise, means the Regulations on Domestic and International Tours for Learners at Public Schools, 2012 as gazetted by the Gauteng Department of Education on 11th May 2012.
- 2.2 "Department" means the Gauteng Department of Education.
- 2.3 "School" means Pretoria Boys High School.
- 2.4 "tour" means, for the purposes of this policy, any trip by pupils organised, approved by or made under the auspices of the School, exceeding one day in duration, i.e. any trip requiring overnight stay.
- 2.5 "excursion" means, for the purposes of this policy, any trip undertaken by pupils, approved by or made under the auspices of the School that does not require any overnight stay. This would include any sporting event or fixture held away from the School's grounds.

3. SELECTION

- 3.1 The School will select pupils for school excursions and tours based on the principles of merit, redress, equity and representivity.
- 3.2 No pupil will be unfairly excluded from selection for any excursion or tour on the grounds that school fees are unpaid or in arrears.
- 3.3 The School may exclude pupils from any excursion or tour on the basis of non-participation in the activity for which the excursion/tour is intended.
- 3.4 The School may exclude any pupil from any excursion or tour on the basis of a poor disciplinary or behavioural record.

4. APPROVAL OF TOURS

- 4.1 All tours to be undertaken by the School must initially be approved by the School's management committee. This approval must take place prior to inclusion in the school's annual budget. No tour may be arranged or invitation to tour accepted without the approval of the School's management committee.

- 4.1 All tours undertaken by the School must be approved by the annual general meeting of parents in the year prior to the year in which the tour is undertaken.
- 4.2 No tour may be implemented by the School unless the tour and its budget have been approved by an annual general meeting of parents.
- 4.2 In the event that a tour is proposed subsequent to the approval of parents at the previous year's annual general meeting, such tour must first be approved by the School's management committee and thereafter ratified by the Governing Body.
- 4.3 No tour may be undertaken by the School unless written approval has been obtained from the District Office of the Department.
- 4.4 All applications to tour must be submitted to the Department at least three (3) months prior to departure and approval obtained at least two (2) months prior to departure.
- 4.5 Subsequent to any tour being approved and prior to departure, a final list of all pupils, educators and other participants selected for the tour, must be submitted to the Department.

5. BUDGETING AND FUNDING OF SCHOOL TOURS

- 5.1 The full cost of any tour planned by the School must be approved by the parents at an annual general meeting.
- 5.2 The budget for every tour must include all costs related to the tour and may take into account any funds raised for the specific purposes of the tour (excluding tour fees payable by the parents of participating pupils). The budget must reflect the number of participating pupils, educators and other participants.
- 5.3 No letters indicating tour costs may be sent to parents unless the tour budget has been approved by the relevant Head of Studies/Sport/Culture as well as the Business Manager.
- 5.4 It is a basic principle that parents of participating pupils are responsible for meeting the costs of each tour. In order to fund any tour, the School will require additional tour payments from parents of pupils who have been selected to tour.
- 5.5 Tour costs related to the participation of educators are to be borne by the participating pupils, i.e not borne by the school.
- 5.6 No costs related to any tour are to be included in the determination of school fees.
- 5.7 Any parent of a learner selected for a tour who is eligible for automatic or total school fee exemption, is not expected to contribute towards the funding of that tour.
- 5.8 Provision must be made to assist parents of learners selected for a tour who are unable to contribute their full cost. Parents unable to afford the full tour fee must make application for assistance directly to the Headmaster.

6. TOUR MANAGEMENT

- 6.1 The School must appoint an educator as tour manager for each tour planned by the School to take overall responsibility for each relevant tour.
- 6.2 The School must ensure that at least one educator accompanies every 20 pupils, or part thereof, on any tour, with a minimum of two educators accompanying each tour. The School's management committee will determine the maximum number of educators accompanying any tour.

- 6.3 Each tour manager and accompanying educator is on duty for the entire duration of the excursion or tour and is bound by all codes of conduct as determined by the School and the teaching profession in general.

7. SAFETY

- 7.1 Tour managers must take reasonable measures to ensure the safety of pupils on tour and ensure that pupils are under the supervision of an accompanying educator at all times while on tour.
- 7.2 If a pupil is on medication, it is the responsibility of each relevant parent to ensure that the relevant tour manager is in possession of any required doctor's prescription and has updated information regarding any medication required while on tour.
- 7.3 In the event of an injury to a pupil requiring medical treatment while on tour, the relevant tour manager must make reasonable attempts to contact the relevant parent to obtain consent for any medical treatment. If the parent is unable to contact the relevant parent, the tour manager must act as *in loco parentis*.
- 7.4 Tour managers must take reasonable steps to ensure that pupils are transported safely during any excursion or tour and must enforce relevant discipline and safety rules at all times, and take appropriate corrective action whenever necessary.

8. COMMUNICATION AND PARENT CONSENT

- 8.1 Each tour manager must, upon selection and in writing, notify the parents of every learner selected for the relevant tour, of all pertinent details of the tour, regarding-
- purpose and nature of all activities of the tour;
 - full tour itinerary, with relevant contact details of accommodation providers;
 - transport and meal arrangements;
 - names and contact details of tour manager and all accompanying educators;
 - discipline and safety rules of the tour and consequences of failing to comply.
 - tour fee payable and the deadline for payment thereof.
- 8.2 No communication may be sent to any parent of a participating pupil until the relevant budget has been reviewed and approved. (refer 5.3 above)
- 8.3 Each tour manager must require every parent of a pupil who has been selected to tour, to consent in writing prior to the date of departure of the tour, to the pupil's participation in the tour and confirm receipt of communication as per 8.1 above.

9. TOUR REPORTS

- 9.1 Within 1 (one) month of concluding a tour, the tour manager, must submit a full tour report on the prescribed form to the District Director of the Department.
- 9.2 The Headmaster must ensure that each tour report submitted in terms of 9.1 above are submitted to the following meeting of the School's Governing Body for review.

Date of Approval by School Executive	23 July 2012
Date of Approval by School Governing Body	23 July 2012
Date of next review	July 2013

TOUR PROCEDURE

1. All proposed tours must be submitted to the School's management committee for approval prior to inclusion in the School's budget.
2. In the event of an unplanned or emergency tour, no tour may be arranged before being approved in writing by the School's management committee.
3. For planned tours, tour organisers must complete the tour budget submission on prescribed form and submit to Business Manager as part of the School's budgeting process in the year prior to the tour taking place. For example, any tour to be undertaken in 2013, the budget submission must be made in August 2012
4. School's management committee to consider, accept/decline each tour proposal. Tour manager's to be notified by the end of September each year whether the following year's tours have been recommended by the School.
5. All recommended School tours are presented to the annual general meeting of parents for approval before the end of October each year.
6. Tour managers to be notified whether tours have been approved immediately after the AGM.
7. In the event of a tour being proposed which was originally excluded from the AGM approval, a tour request together with motivation and budget must be submitted to the School's management committee for consideration. No arrangements or parent communication to take place unless such tours have been approved by the management committee.
8. Reviewed/Revised tour budgets must be submitted to Finance at least **3 (three) months** prior to departure of the tour for approval. Tour managers must receive confirmation of their tour budget from Finance.
9. "Application to the GDE for Tour Approval" on the prescribed form to be submitted to the GDE District Office at least **3 (three) months** prior to departure of the tour.
10. In the event of late applications, i.e. within 3 (three) months of departure, the application must include a letter from the School explaining the reasons/circumstances of late submission.
11. Tour managers must receive GDE approval for the tour within **30 days** of submission of the application to tour.
12. A complete list of participating pupils & educators together with confirmation that all parent consent forms and medical questionnaires have been obtained, must be submitted by the tour manager to the GDE District Office **prior** to departure.
13. Within **1 month** of the tour return date, the tour manager must submit the prescribed tour report to the District Office.