



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. This also includes trips made outside the Gauteng province, even if they do not require 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 within the borders of the Gauteng province. This would include any sporting event or fixture held away from the School's grounds.

3. SELECTION

- 3.1 The School will select boys for school excursions and tours based on the principles of merit, redress and equity.
- 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 nonparticipation in the activity for which the excursion/tour is intended.
- 3.4 The School may exclude any pupil from any excursion or tour based on a poor disciplinary, academic or behavioural record.

4. APPROVAL OF EXCURSIONS

- 4.1 All excursions to be undertaken by the School must be approved by Senior Management.
- 4.2 An internal PBHS Day Trip application must be completed and submitted for approval by Senior Management for all excursions. No excursion may be arranged or invitation to go on an excursion accepted without the

- approval from Senior Management. This application must be received by the SMT a minimum of 48 hours in advance and signed off by your supervisor, who will keep a record of the applications.
- 4.3 Ensure that the excursion does not fall during school hours. Ideally excursions should fall on a Friday afternoon/evening. However, if you have to schedule an excursion on a Monday to Thursday afternoon or on a Saturday, note that sporting activities will take precedence and that boys will be obliged to honour their sporting commitments on those days.
 - 4.4 An informed consent letter must be obtained from each boy that is going on the excursion. The staff member in charge of the excursion must familiarise him/herself with the content of these forms before they leave on the excursion.
 - 4.5 Roll Call must be taken on a regular basis, including every time pupils get onto a bus, or any other form of transport arranged.
 - 4.6 No out of province excursions may be undertaken by the School unless written approval has been obtained from the District Office of the Department or Head Office. A full tour document is to be submitted. Please see point 5.
 - 4.7 The School must ensure that at least one educator accompanies every 30 pupils, or part thereof, on any excursion, with a minimum of two educators accompanying each excursion. The School's management committee will determine the maximum number of educators accompanying any excursion.

5. APPROVAL OF TOURS

- 5.1 All tours to be undertaken by the School must initially be approved by the School's Executive and SGB. 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 Executive and SGB.
- 5.2 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.
- 5.3 No tour may be implemented by the School unless the tour and its budget have been approved by an Annual General Meeting of parents.
- 5.4 In the event that a tour is proposed subsequent to the approval of parents at the previous year's Annual General Meeting, such a tour must first be approved by the School's Executive and thereafter ratified by the SGB. This is only to occur in exceptional circumstances, for example if taking part in a knock-out tournament where progression to the next phase is not guaranteed.
- 5.5 No tour may be undertaken by the School unless written approval has been obtained from the District Office of the Department or Head Office.
- 5.6 All applications to tour must be submitted to the Department at least FOUR (4) months prior to departure.
- 5.7 The District Director/HOD or delegate/MEC must, within 30 days of receiving the application, consider it and thereafter notify the School of his/her decision.

- 5.8 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.
- 5.9 An informed consent letter must be obtained from each boy that is going on the tour. The staff member in charge of the tour must familiarise him/herself with the content of these forms before they leave on the tour.
- 5.10 Roll call must be taken on a regular basis, including when they get onto the bus or any other form of transport arranged.

6. BUDGETING AND FUNDING OF SCHOOL TOURS

- 6.1 The full cost of any tour planned by the School must be approved by the parents at an Annual General Meeting.
- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.5 Tour costs related to the participation of educators are to be borne by the participating pupils, i.e. not borne by the school.
- 6.6 Provision must be made to assist parents of pupils selected for a tour who are unable to contribute their full cost, excluding overseas tours. Parents unable to afford the full tour fee must make application or assistance directly to the Headmaster.

7. TOUR MANAGEMENT

- 7.1 The School must appoint an educator as tour manager for each tour planned by the School to take overall responsibility for each relevant tour.
- 7.2 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.
- 7.3 Each tour manager and accompanying educator is on duty for the entire duration of the tour and is bound by all codes of conduct as determined by the School and the teaching profession in general.
- 7.4 A teacher who organises the tour may, after applying for special permission, have his/her spouse (not partner/girl/boyfriend) accompany the tour. This is not automatic but applied for and the Headmaster will decide. The spouse pays for him/herself in full. The teacher is instructed that at ALL times, the boys in his/her care take priority over his/her spouse.

- 7.5 No teacher's children may accompany the tour with the teacher unless the child is a member of PBHS and is going as any other boy at the school would.
- 7.6 Overseas tours must be offered to all staff and must not remain the responsibility of a small group of teachers. The School Executive will choose who accompanies the tour from the list of volunteers. A senior member of staff (Housemaster/HoD/Deputy/Head) MUST be one of the tour party. Preference will be given to those teachers who have accompanied/organised local tours.
- 7.7 These rules may, at the discretion of the Headmaster, be amended if special circumstances exist

8. SAFETY

- 8.1 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.
- 8.2 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.
- 8.3 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 tour manager is unable to contact the relevant parent, the tour manager must act as *in loco parentis*.
- 8.4 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 (including the fastening of seatbelts) and take appropriate corrective action whenever necessary.
- 8.5 When any recreational activity with an element of risk is part of the tour such as water-based activities or activities carrying a similar level of risk, all members of the touring party must be appropriately skilled. Those who are not, must wear appropriate safety equipment such as life jackets during this activity. If an activity carries a high risk, all members should wear the appropriate safety equipment regardless of skill level. Recreational activities do not include official school sports where innate skill or ability is part of the sport such as a water polo tour or a swimming gala.
- 8.6 Tour managers must familiarise themselves with the water safety status of all pupils on the tour, as captured on the informed consent form.

9. COMMUNICATION AND PARENT CONSENT

- 9.1 Each tour manager must, upon selection and in writing, notify the parents of every pupil 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.
- 9.2 No communication may be sent to any parent of a participating pupil until the relevant budget has been reviewed and approved. (refer 6.3 above).
- 9.3 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 9.1 above.

10. TOUR REPORTS

- 10.1 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. The relevant Head of Studies/Sport/Culture needs to ensure that this was done.
- 10.2 The Headmaster must ensure that each tour report submitted in terms of 10.1 above are submitted to the following meeting of the School's Governing Body for review.