

STAR LIGHT ACADEMY



School Tour Policy For Starlight Academy

This document constitutes the school tour policy of Starlight Academy , as approved by the Board on 30 October 2015. 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.

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 Board.

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
- The planned route and end destination
- 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

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.

3. Costs

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 will be allowed to go 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 Board grants prior approval.

4. 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.

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.

5. Transport – see the school's safety policy

6. 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 properly complete consent and indemnity forms specifically contact information for parents, 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. Said indemnity form shall be held by the teacher responsible during the tour on the bus/transport.

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

7. 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.

8. 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.

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

SIGNED AT GIYANI ON THIS 30 TH DAY OF JANUARY 2017

Board Chairperson