

SPRINGVALE PRIMARY SCHOOL

Established 1981



PERSEVERE

DOMESTIC AND INTERNATIONAL TOURS POLICY

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1. TITLE OF POLICY

DOMESTIC AND INTERNATIONAL TOUR POLICY FOR SPRINGVALE

PRIMARY SCHOOL

2. EFFECTIVE DATE

2 APRIL 2024

3. REVISION HISTORY

The Governing Body will review this policy every three years or sooner if there is a change in the relevant legislative framework; or for operational reasons whenever circumstances so require; or at the request of the Head of Department

4.PREAMBLE

In terms of the South African Schools Act of 1996, the governing body of a public school must determine the Tours and Excursion policy of that school. Springvale Primary School offers learners the opportunity to participate in one day and longer tours excursion. Tours and day excursions are organized according to grades. Tours and excursions are organized for the account of each learner.

The touring and hosting tours have educational value and are considered to be an important feature in the school's wider extra-curricular programme. They provide a means to extend knowledge and develop expertise beyond the classroom. At the same time, they help to develop healthy relationships amongst pupils and to build school spirit. They offer learners an opportunity to exchange ideas and broaden their horizons.

At Springvale Primary School, we have sports and cultural tours. Sports tours motivate players and stimulate improvement in our sport. Cultural tours enrich the curricular programme. Both types of tours

have valuable social benefits and promote school spirit. This policy is in line with the following acts:

- S.A. Schools Act (Act No. 84 of 1996)
- Education Policy Act (Act 27 of 1996)
- Gauteng Schools Education Act, 1995 (Act 6 of 1995) as amended
- Provincial Gazette Extraordinary GN 129 of 11 May 2012

5. PURPOSE OF THE POLICY

- 5.1 The School Governing Body of **Springvale Primary** developed the policy to assist educators in the planning, budgeting, organization, selection and participation of learners in school tours.
- 5.2 The purpose of the policy is to provide educational, psychosocial and personal development of a learner through curricular and extracurricular activities offered by the school including school tours in order for the learner to participate actively in community life.

OBJECTIVES OF THE POLICY

- a) To set out for the planning, approval and management of school tours,
- b) To provide procedures for the selection of learners and educators for school tours on the basis of criteria that does not unfairly discriminate against anybody, including learners who are unable to pay or has not paid school fees.

- c) To promote the safety of learners on school tours, including emphasizing the duties of educators accompanying school tours;

6. DEFINITIONS AND ACRONYMS

6.1 DEFINITIONS

Term	Explanation
auspices	means with the help, support, protection and sponsorship of a particular person or organization
District Office	means the District Office of the Department in the educational district in which the public school concerned is located
District Director	means the officer of the department responsible for the administration of education in a particular educational district
one-day tour	means any excursion by learners organised or approved by or made under the auspices of any public school or public schools in the Province that does not exceed one day in duration
MEC	refers to the Member of the Executive Council for education in the Province
tour	means any organised educational/sporting trip by learners organised or approved by or made under the auspices of any public school or public schools in the Province

Term	Explanation
domestic tours	means tours undertaken within the borders of the province or country
international tours	means tours undertaken outside the borders of the country

5.2 ACRONYMS

Acronyms	Explanation
HOD	Head of Department of Education
MEC	Member of Executive Council for Education
SGB	School Governing Body
SMT	School Management Team

7. SCOPE OF APPLICABILITY

This policy applies to domestic and international tours undertaken by **Springvale Primary** or under the auspices of the school.

8. LEGISLATIVE FRAMEWORK

- 8.1 The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), as amended.
- 8.2 The South African Schools, 1996(Act No. 84 of 1996), as amended.
- 8.3 The National education Policy Act, 1996 (Act No.27 of 1996), as amended.
- 8.4 Employment of Educators Act, 1998 (Act No. 76 of 1998), as amended.

8,5 South African Council of Educators, 2000(Act No. 31 of 2000), as amended.

.68 The Regulations on Domestic and International Tours, 2012 (Provincial Gazette No.129 of 11 May 2012)

9 RELEVANT POLICIES AND PROVINCIAL CIRCULARS

Memo 358 of 2012

10. POLICY CONTENT

10.1. APPROVAL OF TOURS

All tours planned for each academic year must be presented to the SGB by the SMT for approval. The application for the tours must include the following:

- The purpose of the tour
- The group of learners who qualify
- The nature of activities
- Limitation of interference with the educational programme and how lost time will be addressed
- The selection criteria employed to select the learners if not per grade
- The criteria on which any learner may be excluded
- Funding for the tour
 - Exemptions
 - Additional fundraising
 - Partial payments
 - Transport and safety measures
 - Timing of the tour and special considerations
 - The recommended Tour Manager and educators to

accompany each tour

- Possible risks and mitigation of these risks
- Approval for tours must be obtained from the AGM at the end of each financial year
- The SMT will submit the approved application to the SGB Chairperson and thereafter to the District Director for tours within the Province and the Head of Department for tours outside of the province as the case may be, by no longer than 3 months prior to the planned tour

10.2. SELECTION CRITERIA FOR TOURS

- Only learners from the grade for which a tour is arranged may qualify for any tour
- A learner who has accumulated more than the allocated demerits in terms of the demerit policy may be excluded based on demerits earned
- Only learners who qualified for team selection where a tour is organised for a sporting or other extra-mural event may qualify for tours
- A learner may not be excluded in the event of school fees not having been paid
- Learners who are fully or partially exempted by the SGB from paying school fees qualify for assistance

10.3 SAFETY OF LEARNERS

- Reasonable measures will be taken to ensure the security of all learners

- Learners will be under the supervision of an educator at all times
- Medical requirements for learners will be the responsibility of each parent in accordance with the medical questionnaire to be completed. All medication and prescriptions must be supplied by the parent
- Medical treatment for emergencies will be attended to in line with the medical consent form completed by the parent at the discretion of the relevant tour manager

10.4 Water Activities

All water activities must include full details of safety plans regarding:

- a) Lists containing names of teachers and supervisors that will physically be present at the water activities.
- b) Ensure that each learner has the required safety equipment such as life jackets.

10,5 APPOINTMENT OF EDUCATORS AND TOUR MANAGER

- The Governing Body shall appoint an educator and a tour manager for each tour
- Tour managers and educators will be on duty for the entire duration of the tour
- Tour managers and educators will be subject to the code of conduct as required of educators of Public Schools.

Every governing body of a public school must ensure that -

- (a) at least one educator accompanies every 20 learners or part thereof on any tour; and
- (b) in the case of a tour in which both male and female learners are participants -
 - (i) at least one male educator accompanies every 20 male learners; and
 - (ii) at least one female educator accompanies every 20 female learners or part thereof.

10. 6 Duties of tour manager and educators accompanying tour

10.6.1 The tour manager and every educator accompanying a tour are on duty for the entire duration of the tour; bound by all codes of conduct or dress as may be determined by the governing body of the school; and bound by all codes of conduct applicable to the teaching profession.

10.6.2 The tour manager and every educator accompanying a tour will, as far as is reasonably practicable take all reasonably practicable steps to:

- a) ensure the safety of learners at all times;
- b) supervise the activities of learners at all times where this is reasonably practicable, enforce the discipline and safety rules of the tour at all times, and take appropriate corrective action whenever necessary,

- c) ensure that all reasonable measures are taken to transport learners safely during the tour;
- d) ensure that all learners are accommodated in the lodgings specified in the tour itinerary;
- e) make appropriate reasonable arrangements for the safekeeping of the travel documents, such as passports, visas and inoculation certificates; tour funds and learners' valuables; and remind learners to take their prescribed medication, where applicable, at the prescribed intervals.
- (f) make reasonable attempts to contact the parent of the learner If a learner is injured or falls ill during a tour and requires medical treatment in order to obtain consent for such medical treatment; and
- (g) determine whether or not to consent to the medical treatment if the tour manager is unable to contact the parent of the learner

10.7 Duties of the parents of learners on tour

10.7 .1 The SGB will communicate to parents the following responsibilities required of them:

- (a) to complete all necessary documents, including the consent form and medical questionnaire.
- (b) if a learner is on medication and will require that medication while on tour, the parent must –
 - (i) ensure that the learner has sufficient quantities of medication for the duration of the tour.

(ii) complete the medical questionnaire attached as Schedule 2.

(iii) ensure that the school has an updated information on any changes to the medication requirements of the learner.

(iv) ensure that the learner and the tour manager are in possession of the original doctor's prescription

10.6 CONSENT

The written consent of each parent of a learner must be obtained at least 1 month prior to a tour. Insurance against accident, injury or illness must be attained by the school for each tour member.

Wherever possible the tour manager and/or educator should have indemnity forms completed and signed by parents and must be given any prescription medication a child may require. Contact details of parents, guardians must be given to the tour manager and/or educator as well as medical aid details and contact details of medical professionals in the case of pupils with medical problems.

- The invitation to each learner to tour must include:
 - Purpose of the tour
 - Itinerary
 - Risks
 - Detail of educator and/or tour manager
 - Transport and accommodation
 - Arrangement for safekeeping of valuables
 - Safety of learners
 - Cost and exemptions

- Discipline and safety rules

10.7 TOUR REPORT

At the end of the tour, the tour manager will submit a full report regarding the tour within one month after the tour to the SGB for approval and to forward to the District Office. This report must not only give details of the events that took place but must determine whether the tour was successful and whether the intended goals were achieved. It should also offer advice for future tours and the changes that should be made to ensure future success.

The report will include:

- Full statement of income and expenditure
- Accident and injury report
- Report on any misconduct

10.8 SUBMISSION OF TOUR APPLICATION

Description	Time Frame	Number of Copies
One day tour within the province	1 month	Please compile the tour documents and notify your IDSO via Email the IDSO will note the tour
Sleepover tour with the province	2 months	1 original and 1 copy
One day and sleepover tour out of province	3 months	1 original and 2 copies

International Tours	6 months	1 original 2 copies
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11. SHORT TITLE

This policy shall be called Springvale Primary Domestic and International Tours Policy)

12 . APPROVAL

Designation	Reviewer: Name & Surname	Signature	Date noted
School Principal			
SGB Chairperson			
ISSP: Policy & Planning			
Circuit Manager			
Cluster Manager			
District Director			

13. APPROVAL

Designation	Reviewer: Name & Surname	Signature	Date noted
School Principal	J. RAJKUMAR		5/08/2024
SGB Chairperson	DANNY MATHIBULA		5/08/2024
ISSP: Policy & Planning			
Circuit Manager			
Cluster Manager			
District Director			