



## POLICY

### TOURS and EXCURSIONS

#### General

Tours and excursions (day trips) form an essential part of the "Know Thyself" motto concept at SAHETI High School and contribute significantly to the education the school offers. Tours and excursions provide students the opportunity to develop a sense of self as well as understanding of the world we live in.

Dates and duration of tours and excursions, must be carefully considered so as not to clash with the regular school programme. All tours need to be submitted to the General Management Meeting and require the approval of this body, which is chaired by the Executive Headmaster. Excursions must be approved of by the relevant head of the school.

Usual school rules and the school **CODE OF CONDUCT** and all tour **RULES/REGULATIONS AND DISCIPLINARY PROCEDURES** as outlined in the course of this document apply while on tour and on excursions.

Any altered arrangements shall be subject to funds being available in the tour funds or at the parent's expense. Tours should be organised well in advance, so that parents can make the necessary arrangements. This is also critical for planning the year calendar. No tour will be considered that is not booked on the school calendar a term in advance. Excursions should also be planned a term in advance.

The school, in its capacity as provider of the tour, will where applicable include in the tour itinerary certain fun activities.

#### Staffing

The tour is to be accompanied by a minimum of 2 (two) staff members and a minimum staff to student ratio of 1:14. All tours need to be approved by the Executive headmaster and all Excursions by the relevant head of the various schools. The selection of staff for a particular tour will be at the relevant headmaster's discretion.

#### Selection of Tour Operator

All international and local tours will require at least two quotes unless a specific organization is hosting the entire tour. The itinerary needs to be defined by a committee prior to approaching a tour operator. Tour operators need to quote on the same itinerary, with the same latitude to include an additional option or recommendation that may improve on the overall quality of the tour. The committee deciding on the tour operator should include two staff members and at least one member of the parent body, selected by the parents of children who are planning on going on the tour.

## Deviation of Individual from Tour or Excursion Itinerary

Where a pupil seeks permission to deviate/depart in any way from the tour itinerary or premises, the Directorship is the only staff member to be consulted; only under **exceptional circumstances and with the written consent of parents** will requests be considered, but not necessarily granted.

All general matters, e.g. daily itinerary, transport, luggage, room allocations, lost room keys/personal items, etc. will be conducted by the Tour Leader/Leader, assisted by the other staff members.

## Admission to Tour

It must be noted that admission to the **TOUR** is at the school's discretion. Therefore, each pupil is expected to complete the form entitled **REQUEST FOR ADMISSION: TOUR**. The forms with the first deposit must be returned to the school, before any booking will take place. All school fees must be up to date or an applicable arrangement must have been made regarding fees before a student will be eligible for admission.

Admissions to the tour will be **CONDITIONAL** and governed by the fact that the pupil's conduct -both academic and behavioral -must meet the school's expectations up to and including the date of departure. In light of this, **the school reserves the right to retract a conditional admission at any time**; in the case of such an eventuality, any payments made up to and including the date of the retraction will be forfeited by the payer.

Where the pupil's request for admission to the tour is not granted, the pupil will be informed in writing; he/she may appeal against the decision by requesting the benefit of an interview with the **appeal committee**:

- a) the Head of the school;
- b) the Directorship of the High School;
- c) the Official Tour Organiser/Leader;
- d) the staff supervising the tour.

Requests for an interview must be submitted expediently and before the payment of a deposit. Minutes will be taken during the interview and will be placed on record. The **appeal committee** will debate the findings of the interview and reply to the pupil's appeal in writing. The **appeal committee's** evaluation and decision in this matter will be final and all parties shall abide by it.

## Rules and Disciplinary procedure where required.

Usual school rules and the school **CODE OF CONDUCT** and all tour **RULES/REGULATIONS AND DISCIPLINARY PROCEDURES**.

### FOR THE DURATION OF THE TOUR, TOUR MEMBERS...

- may not disobey the instructions given by staff accompanying the tour.
- must respect the general public, including staff at hotels and any venues visited.
- must conduct themselves in a dignified manner, e.g. no holding hands, kissing, etc.
- are not allowed to leave the tour premises without permission.
- may not withdraw from activities stipulated on the tour itinerary.
- may not smoke or inhale any form of substance or chemical.
- may not drink any liquid of an alcoholic nature.
- must dress in an appropriate manner; staff accompanying the tour have the right to object a demand that pupils remove/replace offensive items.
- must be punctual at all times.
- may not deface/damage public property and may not litter.
- may not use unacceptable language.
- must at all times behave as good ambassadors for SAHETI School.

#### WHILE ON AN AERO PLANE, TOUR MEMBERS...

- must obey all safety instructions given by personnel.
- must behave in a courteous manner throughout the flight. Tour members must respect the rights of other passengers at all times, e.g. speak softly, use polite language, offer to assist 1 luggage, etc.
- may not stand chatting in the passage ways, thus obstructing access to other parts of the plane and impeding the crew from conducting their duties effectively.

#### WHILE ON A BUS, TOUR MEMBERS...

- must not speak to the driver while he is driving.
- are not allowed to interfere with other motorists on the road
- are not allowed to abuse pedestrians/members of the public
- may not throw any items out of the windows.
- may not stand in the passage while the bus is moving
- may not kneel on the seats while the bus is moving
- play loud music

#### WHILE AT HOTELS/ANY PLACE OF ACCOMMODATION, TOUR MEMBERS...

- are not allowed in the rooms allocated to members of the opposite sex.
- must follow all instructions given by the staff at the hotel.
- may not alter room allocations, as determined by the Tour Leader.
- may not linger, answer cell phone calls or play games in the corridors
- keep noise levels down at all times
- must attend all meals, unless permission has been granted by the tour leader.
- may not visit the bar for any reason, should such a facility be available
- must respect curfew times.
- may not throw any items out of the windows.
- may not monopolies any facilities at the hotel unreasonably, e.g. public telephones, etc.
- settle all accounts before leaving the hotel.

#### NOTE:

- a) Staff members may insist on a language / room search at any time.
- b) Although tour members may be asked to empty their pockets and reveal the contents, there will be no body searches without parental consent.

In the case of a breach of these rules or those of the school code of conduct, the Tour Leader must follow a formal disciplinary enquiry and interview all parties involved. This process should take place in consultation with the headmaster where possible. Ideally an appropriate punishment should be sought and administrated while on tour. If the offence is of the nature that may endanger or negatively affect the well-being of other tour members then an exclusion from the remaining part of the tour may be sought.

Where appropriate a student may be sent home, alternatively a student may be isolated and excluded from participation in tour activities. Disciplinary action during the tour will be at the Tour Leaders' discretion, in consultation with the other staff members on the tour. Where the seriousness of the contravention warrants it, the Tour Leader may exclude a member from the tour. The Tour Leader will make every effort to inform parents/legal guardians timorously of misconduct on the part of a tour member and the nature of the punishment handed down. Where the offence warrants it, the school will call for a Disciplinary Hearing, conducted by the school's Disciplinary Council on the students return. The punishments administered by the Tour Leader will be taken into consideration in any further disciplinary action.

## DISCIPLINARY PROCEDURES

Tour members will be punished if they fail to conduct themselves satisfactorily within the parameters of the:

- a) School's Code of Ethics
- b) School's Rules and Regulations
- c) Matric Tour Rules and Regulations

10. Students must ensure they have the right travel documents before departure date.

11. All students are required to have travel insurance as well as medical assistance programme.

### General Policy re Tours

1. It is policy to encourage tours where possible
2. The educational, social, physical and spiritual value of the tour must be the major focus when planning takes place.
3. Where possible, tours should not take place during school terms that are short or designated as academic.
4. Overlapping of Grades or places must be avoided when planning a tour.
5. Sport tours are an integral part of the policy.
6. Financial constraints must be considered.
7. Parents of siblings may not accompany the tour.
8. In the event of children not accompanying the tour, during the term, they will be expected to be at school.
9. The Head reserves the right not to allow children to accompany the tour.

### Tour Planning

- a. Day Tours
- b. Short Tours
- c. Long Tours

### Planning

The planning document should consist of the following:

- a. Motivation
- b. Venue
- c. Budget & Staff Control
- d. Documentation
- e. Report Back

### School Policy on financing of tours

- a. The school will provide the cost of transport for day tours provided it is included in the budget and is of educational value.
- b. The school will provide financial assistance for students who are in financial need and the school regards the tour as vital to attend.
- c. Entrance fees, accommodation and other expenses will be at the students' expense.

## Day Tours

1.	Motivation	The schools' request form for a tour must be completed and approved by the Head of the school. The written approval of the Head must be obtained.
2.	Venue	Be given clearly, indicating the method of transport and catering arrangements.
3.	Timing	Timing of tours must be carefully planned so it does not interfere with academics.
4.	Budget	Must be precise. A quotation from more than one source must be provided if the amount exceeds R500. It must also include reasonable staff expenses.
5.	Report-back	Details of behaviour, suitability of bus driver, and venue must be included. Any circumstances out of the ordinary must be clearly detailed.
6.	Control	Names of staff members accompanying the tour must be included.

## Short Tours

1. The planning as for day tours applies.
2. A written itinerary must be given
3. An indemnity form from each child must be obtained.
4. The staff member in charge of the tour, must see that all travel documentation is correct.

## Overseas Tours

1. Board approval must be obtained
2. Three quotes must be obtained. These quotes must be detailed and include a reasonable level of transport and accommodation.
3. Staff accompanying the tour: One Senior Staff Member should always accompany the tour.
5. Financing of the tour will be at the students expense.
6. Tours should be ear-marked for certain years.
7. All students and staff must have travel insurance.