



SAHETI SCHOOL

Primary School Policy Tour Rules, Regulations and Indemnity Form

For the duration of the Tour, the pupils:

- need to abide by the School Code of Conduct, Disciplinary Process and Positive Behaviour Policy.
- need to obey the instructions given by staff accompanying the tour and the tour leader.
- are not allowed to leave the tour premises without written permission from the tour leader.
- may not withdraw from activities stipulated on the tour itinerary without permission of the tour leader.
- must wear the safety belt on an airplane or a bus.

NOTE:

- a) No male pupil(s) is allowed inside the room of a female pupil(s), and vice-versa, at any time.
- b) Staff members may insist on a luggage room search at any time, in the presence of the pupil.

DISCIPLINARY PROCEDURES

1. Offences will be dealt with as they occur and a suitable punishment will be administered by the Tour Leader in consultation with other staff on the tour. Whereas, minor offences may merit no more than a verbal warning, major offences, may result in a more serious form of punishment.
2. The Tour Leader will make every effort to inform the; Vice-Principal of Student Affairs and Sport, Principal and parents/legal guardians timeously of misconduct on the part of a pupil(s) and the nature of the punishment actioned.
3. Where the offence is serious enough, the Tour Leader reserves the right to send pupil(s) home from the tour. This will be termed an Expulsion from the Tour.
4. In the case of an Expulsion from the tour, the matter will be first discussed with the Vice-Principal of Student Affairs and Sport and the Principal. Pupil(s) sent home will be accompanied by a teacher, if they are required to fly back. Should the location of camp be close to the school, the parents will be asked to come and fetch their child. Upon returning to the school, the offence will receive the necessary dialogue and investigation.
5. Where the offence warrants it, the school will call for a Disciplinary Hearing, conducted by the School's Disciplinary Panel.
6. Any extra costs incurred when dealing with a pupil(s) misconduct, will be covered by the parent or legal guardian of the learner.

Mrs S. Zachariou
Principal: SAHETI Primary School

Mr W. Taylor
Executive Head: SAHETI School



Tour Policy Reply Slip

Name of Tour: _____

Tour Leader: _____

Date(s) of Tour: _____

I _____ (parent name and surname),

parent/guardian of _____ (child's name and

surname) have read and accept the Policy Terms of the tour.

Signed: _____

Date: _____



Indemnity Form

Whilst every possible care will be taken to safeguard all participants against accidents, injury and losses, every parent or guardian is required to complete this form.

I, _____ being the parent/guardian of

_____ (full name) request you to allow him/her to

take part in all activities during _____

from _____ to _____

I hereby indemnify against any claim, and hold free from liability of any claim that might arise, SAHETI School and/or any persons acting on behalf of the school, in respect of any illness, injury, accident, loss of life or property or damage sustained during the entire duration of the tour.

I hereby nominate, constitute and appoint SAHETI School to act in loco parentis to the said child and to exercise over him/her and his/her actions full authority and control and to exercise such measures of discipline and circumstances may reasonably require,

I also authorise the organisers to have any necessary medical treatment administered and accept liability for such expenses.

Signature/Parent Guardian

Date