

EDGE MEAD HIGH SCHOOL ACTIVITIES AND EXCURSION POLICY

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1. PURPOSE OF THE POLICY

School Activities 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 school tours enrich the curricular programme and promote a wide range of interests. Both type of school activities has valuable social benefits and promote School spirit.

School activities reinforce, complement and extend the learning opportunities beyond the classroom.

2. OBJECTIVES OF THE POLICY

2.1 Learners are exposed to a wide variety of risks while participating on school activities and thus it is necessary to have a frame work of good practice in place to cover all eventualities.

2.2 Duty of care is the most important legal consideration when a school activity planned. Educators are acting in the place of the parent (loco parentis) and are therefore expected to act like diligent and sensible parents.

2.3 The duty of care owed to learners applies whether the school excursion is held during school hours, after school, on the weekend or during school holidays. Thus, Educators undertaking the responsibility for school excursions and educational visits are legally responsible for the learners in their care throughout the entire duration of the trip.

2.4 There must be specific allocated responsibilities to Educators to undertake learner supervision to protect learners from reasonably foreseeable risks of injury including hazard that:

- are known
- could have been foreseen and prevented.

3. SCOPE OF APPLICABILITY

This policy applies to all learners, staff members (CS and PS) and school (SGB staff) at Edgemead High School

4. LEGISLATIVE FRAMEWORK

- 4.1 The Constitution of the Republic of South Africa Act (No. 108 of 1996), as amended.
- 4.2 The South African Schools Act (No 84 of 1996), as amended.
- 4.3 Regulations for the Safety Measures at Public Schools, Government Notice No. 1040 October 2001 as amended.



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- 4.4 Employment of Educators Act (No. 76 of 1998), as amended.
- 4.5 South African Council of Educators Act (No. 31 of 2000), as amended.
- 4.6 Control of Access to Public Premises and Vehicles Act (No. 53 of 1985).
- 4.8 Child Care Amendment Act (No. 96 of 1996).
- 4.9 Children's Act (No. 38 of 2005).
- 4.10 Children's Amendment Act (No. 41 of 2007).
- 4.11 Sexual Offences Act (No. 32 of 2007).
- 4.12 Public Service Act (No. 103 of 1994), as amended.
- 4.14 WCED circular 48 OF 2013

5. DEFINITIONS

BUS	a motor vehicle designed, or lawfully adapted, by a registered manufacturer in compliance with the Road Traffic Act, 1998 (Act 29 of 1998), to carry more than 35 persons, excluding the driver, subject to section 31 of the Road Traffic Act.
DRIVER	any person who drives or attempts to drive any vehicle or who rides or attempts to ride any pedal cycle or who leads or drives any draught, pack or saddled animal, or herd or a flock of animals.
EDUCATIONAL ACTIVITY	refers to any learning activity approved by the principal, arranged by or for the school, conducted on or off the school premises, and supervised by appointed adults.
EDUCATOR	any person (excluding a person who is appointed to perform only extra-curricular duties) who teaches, educates or trains other persons or who provides professional educational services, including professional therapy and educational psychological services, at a school.
EDUCATOR IN CHARGE	refers to the educator who has the responsibility of planning for and conducting the excursion and who has a primary responsibility for the care and safety of the learners.
GOVERNING BODY	means a governing body contemplated in section 16(1) of the South African Schools Act, 1996 (Act 84 of 1996).
HEAD OF DEPARTMENT	the head of the Western Cape Education Department.
INDEMNITY FORM	refers to a written undertaking, completed and signed by a learner's parent or guardian, not to take civil action against the school, the department and/or its employees.

LEARNER	means any person receiving education or obliged to receive education in terms of the South African Schools Act, 1996 (Act 84 of 1996).
OWNER	owner in relation to a vehicle, means - a person who has the right to use and enjoyment of a vehicle in terms of the common law or a contractual agreement with the title holder of such a vehicle; or any person referred to in (a) above for any period during which such person has failed to return such vehicle to the title holder in accordance with the contractual agreement referred to in (a) above.
PARENT	parent" means - the biological or adoptive parent or legal guardian of a learner; the person legally entitled to custody of a learner; or the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) and (b) towards the learner's education at school.
PRINCIPAL	a educator appointed or acting as the head of the school.
SCHOOL	means a public school which enrolls learners in one or more grades from Grade R (Reception) to Grade 12, in accordance with section 12(3) of the South African Schools Act, 1996 (Act 84 of 1996).
SCHOOL ACTIVITY	means any educational, cultural, sporting, fundraising or social activity of the school within or outside the premises of the school.
SCHOOL FEES	means school fees contemplated in section 39 of the South African Schools Act, 1996 (Act 84 of 1996), and includes any form of contribution of a monetary nature made or paid by a person or body in relation to the attendance or participation of a learner in any programme of a public school.
LEARNER TRANSPORT	means the dedicated transporting of learners and educators as contemplated in section 72 of the Road Traffic Act, 1996 (Act 93 of 1996) and does not include the transporting of such persons as part of normal public transport.
SUPERVISION	means the management and control of learners at school and during school activities.
ROADWORTHY CERTIFICATE	means a certificate certifying the roadworthiness of a motor vehicle in accordance with the requirements of the Road Traffic Act, 1989 (Act 29 of 1989).
WATER-BASED EXCURSIONS	Any excursion where activities occur in, or around water

6. SELECTION OF LEARNERS

6.1 The School will select learners for school excursions and tours based on the principles of merit, redress, equity and representivity.


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6.2 No learner will be unfairly excluded from selection for any excursion or other school activity on the grounds that school fees are unpaid or in arrears.

6.3 The School may exclude learners from any excursion or school activity on the basis of nonparticipation in the activity for which the excursion/school activity is intended.

6.4 The School may exclude any learner from any excursion or school activity on the basis of a poor disciplinary or behavioural record.

7. CATEGORY OF SCHOOL ACTIVITIES

CATEGORY						AUTHORITY	
NO	ACTIVITY	DESCRIPTION	ATTENDANCE	DURATION	FUNDING	PERMISSION	TIME FRAME
1	Standard curricular and co-curricular activities	Normal school activities as per the school programme	Compulsory	1 day only on or off the school premises	No additional fees to be charged.	Permission is NOT required from the WCED	N/A
2	Parallel, but voluntary enrichment activities	Activities aimed at enriching and/or extending the curriculum	Voluntary	1 day on or off the school premises	Additional fees can be charged.	District Director	2 weeks before the activity takes place
3	Tours, camps and excursions	Activities aimed at enriching and/or extending the curriculum Can take place within our outside South Africa	Compulsory, voluntary or by selection	Longer than 1 day. Takes place off the premises	Additional fees can be charged if voluntary	Governing Body Head of Department District Director District Director for trips within South Africa	12 months if overseas visit for interim approval 9 months to submit documents for overseas Director will approve the yearly programme.

8. APPROVAL OF SCHOOL ACTIVITIES

- 8.1 Approval of excursions must be requested well in advance
- 8.2 All School activities will not be undertaken unless the necessary approval has been obtained.
- 8.3 For Category 1 school activities which are normal school activities as per the school programme, permission from the WCED is not required.
- 8.4 The school Principal will approve all these activities.
- 8.5 For Category 2 school activities the approval of the District Director is required before the activity takes place
- 8.6 For category 3 school activities – the approval is listed in 8.7

8.7 CATEGORY 3: SCHOOL ACTIVITIES OUTSIDE THE BORDERS OF SOUTH AFRICA

- 8.7.1 All proposed school activities to be undertaken by the School will initially be decided upon by the School's management committee.
- 8.7.2 The school activity will be tabled at School Governing Body meeting, and a provisional approval will be obtained
- 8.7.3 The Principal will thereafter send the WCED application Form (Appendix A) to the District Director for approval from the Head of Department
- 8.7.4 The application form must be sent to the District Director at least twelve (12) months before the proposed date of departure
- 8.7.5 The decision of the District Director must be made within 30 days of receipt thereafter.
- 8.7.6 Once a tentative decision is received from the District, the school will call a meeting of all the parents whose children will be participating. At the meeting the parents are presented with the following
 - The formal itinerary
 - The projected costs of the school activity
- 8.7.7 Parents will vote and this decision will be recorded in the minutes which will be presented at an SGB meeting.
- 8.7.8 The minutes of both the parent meeting and the Governing body meeting must be sent to the District Director at least nine months before the proposed departure date, at which stage the department will either confirm or withdraw its permission to proceed.
- 8.7.9 The school will NOT proceed with the school activity unless approval has been received from the WCED

8.8 CATEGORY 3: SCHOOL ACTIVITIES WITHIN THE BORDERS OF SOUTH AFRICA

(where learners sleep away from their normal place of residence)

- 8.8.1 The activity will be included on the school 's normal year plan or programme of activities.

8.8.2 These activities will be discussed and approved in advance by the governing body.

8.8.3 They will be submitted in writing to the District Director or his or her delegate before the end of the school year preceding that in which the activities are due to take place.

8.8.4 The District Director will consider the application and either grant or withhold permission for each activity, individually.

8.8.5 The District Director or his or her delegate will respond to the application before the start of the new school year.

8.8.6 If approval is not obtained from the WCED, the school activity will NOT go ahead

8.8.7 Once approval is obtained, the school will call a meeting of all the parents whose children will be participating. At the meeting the parents are presented with the following

- Details of the activity
 - The formal itinerary
 - The projected costs of the school activity
- 8.8.2 The parents will provide the school with the following

- A completed consent form. Should the parent refuse to complete the consent form, the learner will not go on school activity.
- Provide the school with the medical condition of the learner
- Original prescription of the learner's medication
- Prior to leaving the parent will provide the school with sufficient medication for the duration of the trip
- Permission for accompanying adults to act in loco parentis in an emergency
- Contact numbers of parents

9. BUDGETING AND FUNDING OF SCHOOL ACTIVITIES

9.1 Where attendance is compulsory, no charge may be levied, and the activity will be financed from school funds.

9.2 Where attendance is voluntary or by selection or invitation, costs will be borne by the parents of participating learners, with the proviso that selection will not be influenced by an inability to pay the prescribed fee, and the school will make every reasonable effort to assist those who cannot afford the fee to be fully or partially funded, e.g. by helping to find a donor or (with the approval of the governing body or finance committee) from school funds.

9.3 The full cost of any school activity planned by the School must be approved by the parents



9.4 Any parent of a learner selected for a school activity who is eligible for automatic or total school fee exemption, is not expected to contribute towards the funding of that school activity.

9.5 Provision must be made to assist parents of learners selected for a school activity who are unable to contribute their full cost. Parents unable to afford the full school activity fee must make application for assistance directly to the Principal

10. PRINCIPAL'S DUTY WHEN SCHOOL ACTIVITIES ARE UNDERTAKEN

10.1 The Principal is responsible for ensuring that the necessary permission is obtained, depending on the category of activity, and must, where relevant, complete the application form contemplated in Schedule 1 to the Regulations on Safety Measures at Public Schools, published in terms of the SASA, and submit it to the official designated in these guidelines. See Annexure A below

10.2 For excursions or school activities where permission is required from the Head of Department or district director or their delegate, the following must be included with the application:

10.2.1 A written description of the arrangements to ensure that learners and staff members not going on school activity, for whatever reasons, will continue with their normal school duties and activities

10.2.2 The excursion or school activity programme, with details of proposed dates, routes, places to be visited, duration of the excursion or school activity and arrangements for transport and accommodation

10.2.3 A written statement indicating the number and grade(s) of learners that will be going on the excursion or school activity, and the approximate number of male and/ or female supervising staff accompanying the excursion or school activity party

10.2.4 A written indication of how lost teaching time will be made up, if not completely covered by the excursion or school activity programme.

10.3 The Principal must make every reasonable effort to ensure the safety of learners during the excursion or school activity, including, but not limited to, the following:

10.3.1 The principal must ensure that the learners are under the supervision of a responsible Educator at all times, taking into account the gender composition of the learner group.

10.3.2 The principal must take all reasonable measures to ensure that those allowed to accompany and supervise learners are suitable for the task.

10.3 The Principal will approve all category 1 activities

10.4 The Principal will appoint a school activity (tour) Manager for category 3 activities



- 10.5 The Principals will check all school activity category 3 plans before they are sent to the WCED for approval
- 10.6 If some parents do not allow their children to participate in a school excursion which occurs during school hours, the principal must arrange an alternative educational programme, which could be normal classes at school.

11.DUTY OF A SCHOOL ACTIVITY (TOUR) MANAGER

- 11.1 The Principal must appoint an educator at the school as school activity manager to take overall responsibility for any school activity by learners of the school.
- 11.2 If the school activity involves learners at more than one public school, the school activity manager must be appointed by agreement between the governing bodies of the schools concerned.
- 11.3 The tour manager is on duty for the entire duration of the school activity and may not transfer his responsibility to another Educator, parent, volunteer or facilitator.
- 11.4 The tour Managers will be responsible for the following
- The planning of the school activity
 - The meeting of parents to obtain consent and to provide them with details
 - The risk assessment plan in choosing the venue, transport and physical activities
 - The daily duty roster of all educators, parents, volunteers and facilitators of the venue.
 - To take roll call of all learners before departure of the tour and daily whilst away
 - To obtain approval of his plans from the Principal and School's safety officer prior to departure
 - To write a report of the tour 1 month after the tour
 - To report and record an incident to the Principal
 - To report an accident to the Police within 48 hours

12.DUTIES OF ALL EDUCATORS ACCOMPANYING LEARNERS ON SCHOOL ACTIVITIES

Every educator accompanying on school activities are-

- 12.1 Educators are on duty for the entire duration of the school activity
- 12.2 Educators retain the ULTIMATE RESPONSIBILITY FOR SUPERVISION, care and welfare of learners and they cannot transfer the responsibility to parents, volunteers or employees of external organisations, such as hotel staff or bus drivers
- 12.3 Educators are bound by all codes of conduct or dress as may be determined by the governing body of the public school
- 12.4 Educators are bound by all codes of conduct applicable to the teaching profession.



- 12.5 Educators take all reasonably practicable steps to ensure the safety of learners at all times
- 12.6 Educators supervise the activities of learners at all times where this is reasonably practicable.
- 12.7 Educators enforce the discipline and safety rules of the school activity at all times, and take appropriate corrective action whenever necessary;
- 12.8 Educators must take roll call before an activity and again after every physical activity
- 12.9 Educators must ensure that all reasonable measures are taken to transport learners safely during the school activity
- 12.10 Educators must ensure that all learners are accommodated in the lodgings specified in the school activity itinerary
- 12.11 Educators must make appropriate reasonable arrangements for the safekeeping of the travel documents, such as passports, visas and inoculation certificates; school activity funds and learners' valuables
- 12.12 Educators must remind learners to take their prescribed medication, where applicable, at the prescribed intervals

13.SUPERVISION OF LEARNERS DURING A SCHOOL ACTIVITY

- 13.1 The Principal must ensure that at least one educator accompanies every 20 learners in a Primary school and 30 learners to one Educator in a High school. In the case of a school activity in which both male and female learners are participants - at least one male educator accompanies every 20 male learners; and at least one female educator accompanies every 20 female learners or part thereof.
- 13.2 Educators must be reminded that they are on duty for the entire duration of the school activity and that they retain the ultimate responsibility for supervision, care and welfare of learners and cannot transfer the responsibility to parents, volunteers or employees of external organisations, such as hotel staff or bus drivers
- 13.3 In cases of extended excursions, supervising educators and accompanying educators recognize their duty to care for the safety and welfare of learners.
- 13.4 Reasonable precautionary measures have been taken in relation to the safety of the participating learners, educators and parents, and that the supervision will be adequate in relation to the number of learners, their maturity, anticipated behaviour and the planned activities
- 13.5 The supervising educator and accompanying educators are made aware that any excursions involving swimming, water-based activities or overnight stays are accompanied by an educator who possesses some qualification or training in cardio-pulmonary resuscitation and emergency care

- 13.6 Where possible, that the area or place of the proposed excursion is assessed beforehand to identify potential problems or dangers, and to determine the level of supervision necessary to avoid the risk of injury; and
- 13.7 Unscheduled alternative activities by participating learners, which were not originally part of the programme and for which parental consent would normally have been necessary, must not be permitted.

14.VOLUNTEERS : PARENTS : DRIVERS : FACILITATORS : GUIDES

- 14.1 The principal may allow volunteers such as Parents to accompany and assist with learner supervision whilst on excursion /tours.
- 14.2 The tour manager must provide specific roles and responsibilities to each volunteer prior to the commencement of the excursion.
- 14.3 All volunteers are under the direct control of an educator. Educators retain the ULTIMATE RESPONSIBILITY FOR SUPERVISION, care and welfare of learners and they cannot transfer the responsibility to parents, volunteers or employees of external organisations, such as hotel staff or bus drivers
- 14.4 The tour manager must ensure that each parent accompanying the learners has a police clearance certificate
- 14.5Where specialist instructors for excursion activities are used ensure that they
- have the necessary skills or qualifications for the activity
 - have appropriate experience for the age and skill level of the students
 - hold appropriate public liability insurance
 - while specialist instructors have the technical knowledge and expertise to instruct the learners, the educators have overall responsibility for the safety and welfare of the learners even where the educators do not directly provide the actual instruction.

15.TRANSPORT AND TRANSPORT FILE

- 15.1 The school will keep a transport file which will be inspected and signed by the District Director or his or her delegate at least once every academic year, preferably during his or her first visit to the school each year. The file will contain the following:
- 15.2 In the case of a school which has its own vehicles which are driven by staff members:
- A valid roadworthy certificate for every vehicle owned or used by the school to transport learners
 - A copy of a valid professional driving permit for every person who is at any time allowed to drive a school vehicle transporting



passengers

- Proof that the vehicle is appropriately insured.

15.3 In the case of a school which uses an outside transport service provider to transport learners, a certificate similar to Appendix , must be completed and signed annually by every transport service provider used by the school.

15.4 Whenever a vehicle is used for transporting learners, the staff member in charge of arranging the transport or driving a vehicle transporting learners will carry out a cursory inspection of the vehicle to determine whether it appears to be in sound condition and suitable for transporting the number of learners in the group. The following must be checked:

- The general appearance of the vehicle
- Whether the windscreen wipers, head-, tail- and brake lights and handbrake are in working order (Ask for a demonstration before allowing learners to get onto or into the vehicle.)
- Whether the brakes of the vehicle are in sound working order (A brief demonstration can be arranged on or immediately outside the school premises.)
- The condition of the tyres
- The condition of the windows
- The operation of the entrance and exit doors
- The condition of the seating in the vehicle
- Every learner will have a safety belt
- Every vehicle must be equipped with a fire extinguisher.

15.5 The principal, supervising educator or member of the school governing body must intervene if there is any doubt about the roadworthiness of the vehicle or the competence of the driver of the vehicle.

15.6 The transport company must provide the following

- The name of the Driver and his ID number
- The name of the driver substitute driver (if required) and ID number
- Expiry date of the license of every driver
- Expiry date of the Professional Driving permit for each driver
- Accident record of each driver
- Police clearance certificate for each driver

15.7 If the excursion is for more than one day, the transport company must provide a substitute driver.

15.7 The principal, supervising educator or member of the school governing body must liaise with the driver or owner of a bus if an accident must be reported to the police and must report the accident him- or herself within 48 hours if the driver or the owner fails to do so.

16. PARENT CONSENT AND COMMUNICATION

16.1 Prior to any excursion taking place, the school governing body and the parents of the learners concerned must be informed in writing in advance of the following

- the full details of the planned excursion
- the destination
- the purpose of the excursion
- the costs involved
- date and time of departure
- transportation and eating arrangements
- the accommodation arrangements
- estimated time of return
- the itinerary or programme
- whether the excursion will include travelling through areas where there is a risk of disease or violence.

16.2 Signed parental consent forms, granting permission for a learner to participate in the Category 3 activities for which selection takes place, must be obtained from the relevant parents. The learner may not go on the excursion if the parent does not sign the consent form. See Appendix B below

16.3 Parents may not be asked to sign indemnity forms that indemnify the school against any legal action that may arise as a result of undertaking the excursion, nor should learners be refused participation based on the parent's refusal to sign an indemnity form.

16.4 If some parents do not allow their children to participate in a school excursion which occurs during school hours, the school must arrange an alternative educational programme, which could be normal classes at school.

16.5 Parents must report to the school, in writing, the medical condition of their child before the excursion.

16.6 The principal must provide the supervising educator with a report on the medical conditions of such learners.

16.7 Sufficient quantities of medication must be provided by parents for learners who require medication during school excursions.

16.8 Parents must provide the school with the original prescription of their child's medication



17. PHYSICAL ACTIVITIES

17.1 No learner may be allowed to participate in physical activities, including sports, games or gymnastics, if –

- The principal has reason to believe that such activity will be detrimental to the learner's health; or
- The parent has provided a medical certificate that prevents the learner from participating in such activity.

17.2 The principal must ensure that learners are informed about the dangers of, and safety measures regarding, water.

The safety measures regarding water apply to any swimming or water sports activities at

- A swimming pool;
- A river;
- A dam; or
- The ocean

17.3 The principal must ensure that learners are supervised during all swimming activities, during visits to the sea, rivers and dams, and when they are taking part in water sports.

17.4 The principal must ensure that notices regarding safety measures are displayed around the swimming pool.

17.5 The Principal's permission is required before planning an adventure activity that involves greater than normal risk such as

- travel into a relatively undeveloped area of the country in which vehicle contact is difficult and/or uncertain

- abseiling
- artificial climbing and abseiling walls
- canoeing/kayaking
- challenge ropes courses
- cross country skiing
- cycling
- downhill skiing and snowboarding
- horse riding
- orienteering
- rafting
- recreational swimming
- rock climbing
- sailing
- scuba diving
- sea kayaking
- snorkelling
- surfing
- water skiing



- windsurfing.

17.6 These activities are unsuitable for learners because of the potential risks involved:

- bungee jumping
- hang gliding
- parachuting or skydiving
- flying ultra-light aircraft.

17.7 unscheduled alternative activities by participating learners, which were not originally part of the programme and for which parental consent would normally have been necessary, must not be permitted.

18. INJURIES ON EXCURSIONS / TOURS

18.1 In the event of an injury to a learner requiring medical treatment while on excursion/ tour, the relevant school activity manager must make reasonable attempts to contact the relevant parent to obtain consent for any medical treatment. If the parent is unable to contact the relevant parent, the school activity manager must act as in loco parentis.

18.2 School activity managers must take reasonable steps to ensure that learners are transported safely during any excursion or school activity and must enforce relevant discipline and safety rules at all times, and take appropriate corrective action whenever necessary.

19. RISK ASSESSMENT

A risk assessment must be conducted prior to all school excursions. This assessment must consider, among other things, the following:

19.1 Financial affordability to learners

19.2 Relevance to the curriculum or subject

19.3 Safety, e.g. type of transport to be used, possible weather conditions and environmental risks, such as terrain, snakes, wild animals, water, etc.

19.4 Health and age of educators and learners

19.5 Excursion venues must be assessed and selected on the basis of their safety and suitability for the activities proposed.

It is recommended that venues are selected based on the recent and first-hand knowledge (for example, through an inspection of the site) of at least one member of the planning and supervising staff.

19.6 Criteria for assessing venues such as campsites or overnight accommodation venues should include:

- health and hygiene
- buildings and facilities

- activity equipment and the conduct of activities
- certification and qualifications of venue staff
- participant supervision provided
- risks posed by other users of the site
- emergency and risk management plans of venues
- fire precautions
- first aid facilities
- quality assurance and consumer protection
- relevant accreditations
- references from other schools.

20.REPORTING AND ACCOUNTABILITY

20.1 Within one month of concluding a tour, the excursion/tour manager must submit a full report on the tour to the Principal and to the governing body of the school.

20.2 Every tour report must contain-

- a full statement of income and expenditure, indicating the funds derived from fund-raising activities or sponsorships, the contribution of the school, a statement of how funds were spent and a statement of any surplus or deficit
- an indication of how any surplus or deficit will be dealt with
- an accident and injury report, if applicable
- an account of any other serious incident including acts of serious misconduct committed by learners or educators.

20.3 An accident and injury report must contain-

- the description of any accident or injury
- the date, time and place of the accident or injury
- the procedures followed in dealing with the accident or injury
- the name of the educator or educators on duty at the time of the accident or injury
- how and when the accident or injury was reported to the parents of the learner concerned.

21.SHORT TITLE

This policy shall be called the **SCHOOL ACTIVITY AND EXCUSION POLICY**.



22. APPROVAL

	Name	Signature	Date
Recommended by: Principal (on behalf of Staff)			
Approved by: SGB Chairperson (on behalf of parents)			
Verification: District Director (on behalf of the Department)			



APPENDIX A

APPLICATION TO UNDERTAKE A SCHOOL ACTIVITY OR NON-COMPULSORY OUT-OF-SCHOOL- HOURS EXCURSION

DURING WHICH LEARNERS WILL BE SLEEPING AWAY FROM HOME

The completed application form must be submitted by the school to the education district director at least x months before the proposed activity. It must be signed by the Principal and the SGB Chairperson.

1. DETAILS OF SCHOOL

1.1	Education district
1.2	Name of school
1.3	School's EMIS number
1.4	Name of principal

2. LOGISTICS OF ACTIVITY

Indicate whether overnight or day visit:		No. of days:	
If overnight, describe type of accommodation to be used:			
Accommodation for learners	Type:	No per room:	
Accommodation for adults	Type:	No per room:	
Catering arrangements:			

3. PLANNED APPROXIMATE SIZE AND COMPOSITION OF EXCURSION PARTY

Number of learners	Total	Number of teachers	Total	Number of parents	Total


 18

Boys	Girls	Male	Female	Male	Female

4. FUNDING ARRANGEMENTS

Cost of the school activity per person:	Total cost:

4.1 SUPPORT PROVIDED FOR LEARNERS WHOSE PARENTS CANNOT AFFORD THE ACTIVITY

[illegible]

5. TRANSPORT DETAILS

5.1 NAME OF THE COMPANY OR PERSON(S) OWNING THE VEHICLE(S):

100 90 80 70 60 50 40 30 20 10 0

5.2 ADDRESS(ES) OF THE ABOVE COMPANY OR PERSON:



5.1 ROADWORTHY CERTIFICATE:

A certificate of compliance will be provided prior to departure and filed in the school's Transport File.

PRINCIPAL'S NAME SIGNATURE DATE

SGB CHAIRPERSON'S SIGNATURE DATE

FOR OFFICIAL USE:
APPLICATION APPROVED BY:

IMG MANAGER'S NAME SIGNATURE DATE

DISTRICT DIRECTOR'S NAME SIGNATURE DATE

DOCUMENTS TO BE SUBMITTED WITH APPLICATION

Copies of the following documents must be submitted with the application:

- The full excursion itinerary
- The letter of invitation (if applicable)
- All the signed parental consent forms
- The school's most recent bank statement
- A copy of the minutes of the school governing body meeting at which the excursion was approved

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APPENDIX B: CONSENT FORM

It is widely recognized that attendance at school or any school activity, including participation in excursions, games, sporting or other activity at or through the school, and including the use of transport arranged by the school, may entail risks for a learner. Such risks are part and parcel of life and education. Acknowledging the foregoing I, _____ (full names of a parent/guardian), parent and/or legal guardian of the under-mentioned, over whom I have custody and control, hereby consent to my son/daughter/ward, (full names) _____ participating in the various activities (including sports activities, games, camps and educational and recreational activities and outings) arranged, organised or offered by the School, and, where relevant, to his/her being transported to and from the said activities by means of transport made available by the school for that purpose.

I further agree that such participation or use shall be at the risk of the learner and his/her parent/guardian. Insofar as every reasonable and practicable precaution is taken for the safety and welfare of my son/daughter/ward and for the care of his/her possessions, I hold blameless all other persons, XXX School and all organisations associated with the activity, should any prejudice, loss, damage, illness or injury occur to my son/daughter/ward during the above activity, consequent upon my having given permission for his/her participation in the activity.

This includes a waiver against my claiming for recovery of costs resulting from theft, damage, loss and/or medical conditions or hospitalisation, unless such loss is caused by the negligence, wilfulness or deliberate act of the School or one or more of its employees.

I furthermore appoint the school staff accompanying the tour or group, or supervising the activity, to act *in loco parentis* in respect of my son/daughter/ward should the need therefore arise, and where it is deemed by them to be necessary to do so, to take such steps as the school deems reasonable in the event of the applicant becoming ill, being injured, or for any reason requiring medical attention.

RELEVANT INFORMATION CONCERNING YOUR SON'S/DAUGHTER'S MEDICAL CONDITIONS/CIRCUMSTANCES

- Does your son/daughter/ward have any medical condition or allergy of which the teachers accompanying the group need to be aware?

☐ YES ☐ NO

If so, please provide details: _____

Should medication/hospitalisation be necessary please indicate (if applicable):

- a) Name of your Medical Aid Society: _____ Medical Aid No: _____
- b) Name of principal member of Medical Aid (usually father or mother) _____
- c) Contact details of Medical Practitioner to be contacted for medical history if necessary: _____
- d) Emergency contact telephone number/s: _____
- Telephone: (work) _____ (home) _____ (cell) _____

Signature of Parent/Guardian _____

Date _____

Full name of witness _____

Signature _____

APPENDIX C: APPLICATION FOR APPROVAL OF TRANSPORT FOR REGULAR AND/ OR ROUTINE

SCHOOL OUTINGS (N B: The principal of the applicant public school must complete this application form, which may be processed and approved by the District Manager

Copies of the following documents must be submitted with the application:

Addendum A: Certificate of Validation from any company from which the school hires vehicles for the transport of learners

Addendum B: Certificate of Compliance from the School in respect of its own vehicles and drivers

Addendum C: Schedule of routine activities for the term

Name of school: ----- Emis number of the school: _____ District: _____ Circuit: _____
The school hereby applies for permission to organize and undertake regular, routine educational activities off school premises, including permission to arrange and utilize appropriate means for transporting learners to such activities.

Details of school activities for which permission is sought (delete those which do not fall within the school's ambit of regular or routine activities) are provided below.

1. Description of routine school activities for which transportation of learners is required
Routine activities for which school transport is used or arranged includes transporting of learners to academic/curricular activities, church, sport or cultural activities within a radius of 300 km or trip duration of 3 hours from the school: a separate application will be submitted in respect of each activity falling outside the scope of this application .

2. Date, venue and description of activities
For details of date, venue and description of activities to which learners are to be transported, see attached schedule of school events .

3. Details of grades and numbers of learners to be transported
At different times this could include all grades in the school. The school undertakes that at no time will the learners in a vehicle exceed the registered carrying capacity of the vehicle.

4. Details of supervisory staff involved
The ratio of supervisory staff to learners will at all times be not less favourable than 30:1, and the supervisory staff will have been briefed on their duties and the expectations of the school in that regard.



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Principal: _____	Signature _____	Date _____
(print name)		
Authorised SGB Representative: _____	Signature _____	Date _____
(print name)		

FOR OFFICIAL USE:

APPLICATION APPROVED BY:

CIRCUIT MANAGER: NAME SIGNATURE DATE

DISTRICT MANAGER NAME SIGNATURE DATE

APPENDIX D: SCHOOLS OWN TRANSPORT : CERTIFICATE OF COMPLIANCE IN RESPECT OF THE TRANSPORT OF LEARNERS

I, Principal of the abovementioned school, hereby certify that the following measures and expectations have been fulfilled and complied with in their entirety, both in respect of our own vehicles used to transport Edgemead High School pupils and the drivers who drive them.

Please place a tick in the relevant box to indicate whether you have complied or not:

1. ☐ The drivers used to drive the school's own vehicles transporting Edgemead High School learners have been tested/observed by a competent authority and we are satisfied that they are fully proficient to carry out this task.



2. ☐ Every driver used to drive a school-owned bus or minibus used to transport our learners has a valid public driver's permit (PDP).
3. ☐ Any school-owned vehicle in which the School transports its learners has an up to date, valid licence.
4. ☐ Any school-owned vehicle used to transport our learners is in a sound condition and suitable for the purpose for which it is used.
5. ☐ The tyres and brakes on the school-owned vehicles are regularly checked and are in a good and safe condition.
6. ☐ Every school-owned vehicle used by the school to transport learners has a valid roadworthy certificate, and has been checked to ensure that it still complies with the requirements which were in place in order to earn the roadworthy certificate.
7. ☐ Every school-owned vehicle used by the school to transport our learners is suitable for the number of learners carried in the vehicle at any time.
8. ☐ The school transports all passengers seated, and there are sufficient seats for the number of learners carried, in order to comply with the law in this regard.
9. ☐ All school-owned vehicles used to transport learners are insured for the purpose for which used.

The above certified to be a true and accurate reflection of the situation as pertains on each and every occasion on which Edgemead High School learners are transported by the school.

Details of school-owned vehicles used by the school for transporting learners:

	Make	Model	Year of manufacture	Registered seating capacity	Date roadworthy certificate issued	Date roadworthy certificate expires
1						
2						
3						
4						
5						

Name of Principal: _____ Signature of Principal: _____ Date: _____



