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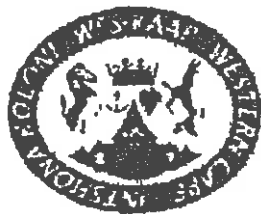
CIRCUIT MANAGERS

Telefoon
Telephone
Ifoni

Faks
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Verwysing
Reference
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PROVINSIALE ADMINISTRASIE WES-KAAP
Onderwysdepartement

PROVINCIAL ADMINISTRATION WESTERN CAPE
Education Department

ULAWULO LWEPHONIXO LENTSHONA KOLO
ISEBE IeMfundo

CIRCULAR 0014/2000

TO:

CHIEF DIRECTORS, DIRECTORS, AREA AND CIRCUIT MANAGERS AND PRINCIPALS OF PUBLIC SCHOOLS (EXCLUDING HOSPITAL SCHOOLS, PRISON SCHOOLS AND PLACES OF SAFETY)

UTILISATION OF SCHOOL HOURS FOR SPORT OR EDUCATIONAL TOURS OR EXCURSIONS

1. Educational tours or excursions for learners should normally be organised to take place during official school vacations. The Department's area office will, however, be prepared to consider granting approval for tours or excursions during school hours in exceptional cases, provided that there are valid reasons why such tours or excursions cannot be undertaken during a school vacation.
2. The following procedure should be followed when principals apply for approval for tours or excursions:
 - 2.1 EDUCATIONAL TOURS OR EXCURSIONS WHICH TAKE UP A SINGLE SCHOOL DAY OR PART OF A SCHOOL DAY
 - 2.1.1 All applications must be made in writing to the Circuit Manager concerned to reach him/her at least ONE MONTH before the commencement of the proposed tour or excursion.
 - 2.1.2 The following must be supplied:
 - (a) The approval of the governing body and the parents concerned for the proposed tour or excursion.
 - (b) The educational programme (not the tour programme). The programme must indicate how the visits will be integrated with the curriculum.

MELD ASSEBLIEF VERWYSINGSNOMMERS IN ALLE KORRESPONDENSIE. / PLEASE QUOTE REFERENCE NUMBERS IN ALL CORRESPONDENCE.

2.1.3 All learners of a subject group, class, grade, etc. must undertake the outing as it is regarded as part of the compulsory tuition programme (an extension of the classroom).

2.1.4 Learners must be accompanied by the particular subject or class educator who normally handles that tuition. The number of educators accompanying the group must be more or less in proportion to the size of the class.

2.2 EDUCATIONAL TOURS LASTING MORE THAN ONE SCHOOL DAY

An application to undertake a tour during school hours lasting more than a school day **MUST** be approved by the relevant Area Manager. Such application must be submitted at least **THREE MONTHS** before the commencement of the proposed tour. The following documentation must accompany the application:

2.2.1 A clear exposition of the reasons why the proposed tour cannot take place during a school vacation.

2.2.2 Proof that the proposed tour has been approved by the governing body and the parents.

2.2.3 An indication of the arrangements made to ensure that learners and staff members not going on tour, for whatever reason, will continue with their normal duties.

2.2.4 An educational programme indicating how the visits are to be integrated with the curriculum (by means of worksheets, assignments, questionnaires, etc).

2.2.5 The proposed tour programme giving details of the route, places to be visited, date of departure and duration of the tour.

2.2.6 The number and gender of learners undertaking the tour or excursion.

2.2.7 The number and gender of supervisory staff accompanying the touring party.

2.2.8 Arrangements for transport.

2.2.9 Arrangements for accommodation.

2.3 SPORT TOURS

When learners (individuals or smaller groups) undertake a tour or have to take part in a competition during school hours owing to their inclusion in sport teams or groups which compete on regional, provincial or national level, schools must

2.3.1 inform the Circuit Manager, governing body and parents concerned

2.3.2 accommodate learners

- 2.3.3 help learners to catch up with lost work (themselves)
- 2.3.4 consider whether their participation is more important than the school programme at that stage

2.4 TOURS OR EXCURSIONS OUTSIDE SCHOOL HOURS

Applications to undertake educational tours or excursions outside school hours, during school terms must be approved by the Department's Area Manager in consultation with the Circuit Manager concerned, while tours or excursions organized during school vacations and weekends are the responsibility of the school. The governing body must be notified of these arrangements.

- 3. When considering approval of applications for proposed tours or excursions the Area Manager should consider, inter alia, whether
 - 3.1 the tour programme includes places, buildings, monuments and natural phenomena of both historical and cultural value
 - 3.2 the tour or excursion is being organised in order to attend or participate in events (such as exhibitions, celebrations, sport meetings) which will be of educational value to the learners
 - 3.3 the arrangements for the transport, accommodation and supervision of the touring party make adequate provision for their safety and health
- 4. Schools cannot expect officials at the Department's Area Offices to arrange their accommodation and/or daily itineraries. It should be clearly understood that the relevant Circuit Manager can only be of assistance as a liaison official and cannot be held responsible for arrangements regarding accommodation, meals, transport, etc. at the visiting points or during the daily visiting programme.
- 5. The following arrangements must be made regarding the safety of learners who are on tour or on an excursion:
 - 5.1 Certain insurance companies offer insurance policies at reasonable premiums to cover injuries sustained by learners during school hours and/or as a result of participation in extra-mural activities. Principals must, in consultation with their governing bodies, arrange such cover themselves and the premiums will be payable by the parents of the learners.
 - 5.2 Should it be necessary to transport learners to participate in school activities, care must be taken that such learners are under proper supervision. As far as possible learners must be transported in officially registered vehicles which comply with the 1989 Road Transport Act (Act 29 of 1989), and the Road Transport Regulations published in Government Notice R910, dated 26 April 1990, as amended.
 - 5.3 Principals are advised to have the prescribed letter of consent completed by parents of learners when educational tours or excursions are planned.

6. Parents must be discouraged from taking learners on advanced or extended vacations during school hours. If parents insist on doing this, the WCED cannot be held responsible for school work lost in the process.
7. Schools must use their own funds for educational tours or excursions. The Department will not provide financial assistance to schools for this purpose.
8. The contents of this circular must be brought to the attention of all persons concerned.

A handwritten signature in black ink, appearing to be 'J. W. ...', written over a faint rectangular stamp.

HEAD: EDUCATION
DATE: 11.1.2000