



PINELANDS HIGH SCHOOL

TOUR AND OUTING POLICY OF PINELANDS HIGH *(With specific reference to all financial aspects of such an activity)*

Definitions:

Outing

An outing or Field Trip is defined to be an activity that takes place usually (but not always), during the school day. Learners are accompanied by their subject teacher to attend an event or experience an activity that specifically supplements their academic learning programme. An outing does not involve a night away from the school. Typical outings include Life Sciences, Geography or History field trips or a visit during the day to a theatre production of a current setwork book.

Tour

Tours are defined as school activities that take place over weekends or in school holidays whereby learners accompany teachers to an event or activity that is considered to add value to their learning but which is not essential to that process. A tour typically involves at least one night away from home. Typical tours include sports tours, Rainbow Camp, Grade 9 Leadership Camp, Grade 10 Camp and other such activities.

Local

An activity is classified as local if it takes place within the greater Cape Town environment.

National

An activity is classified as national if it takes place within the borders of South Africa

International

An activity is classified as international if it takes place outside the borders of South Africa

1. Organisation

- 1.1 All outings shall be planned in the year prior to their occurrence. The costs of such outings shall be included in the annual school budget as these activities are deemed to be part of the core curriculum of the school.
- 1.2 All proposed tours shall be planned in the year prior to their occurrence. A proposal is to be put to the Head of that particular activity (one of the Deputies or the Principal) at least three months prior to the date of departure in the case of National tours and 12 months in the case of International tours.
- 1.3 The organisation of that tour or outing is up to the person in charge of that outing. A committee of parents may be set up to assist with the planning but all arrangements must be cleared with one of the Deputies or the Principal.

2. Selection

- 2.1 As all children should be part of an outing, there is no need for selection unless a learner's behaviour has been such that he/she would be deemed inappropriate to accompany the outing. A list of those going should be published to all staff at least one week before departure. A list of staff accompanying the outing must be given to

the Principal, along with the work set for the classes they will be missing, two days before the outing.

- 2.2 Learners who are selected to go on tour must be told of their selection at least one month prior to departure in the case of local or national tours or three months in the case of international tours.

3. Communication

- 3.1 All parents must be informed of any outing not only through the Main Events Calendar but also via specific letter from the head of that activity. A permission slip must accompany the letter and must be returned before the learner is allowed to go.
- 3.2 All parents of learners who may be selected to tour must be informed of the proposed tour at an information session at the start of planning. When the final selection is made, parents must be kept informed via letter of the itinerary and any contact details they need while their child is away.
- 3.3 Teachers on tour should use the school sms system to keep parents informed of results while on tour and to inform them when the exact time of arrival is upon return from tour.

4. Finance

- 4.1 All outings shall be financed directly from school fee income. Expenditure must be approved by the Business Manager to ensure good financial management. Any costs borne by the teacher accompanying the outing that cannot be paid for beforehand can be claimed upon return.
- 4.2 As tours are not considered part of the core curriculum of the school they fall outside the definition of additional costs incurred by the parents and into the category of voluntary additional activities. For local and national tours, the following procedures must be adhered to:
 - A list of all those learners selected to go on tour, together with the total cost of the tour and the cost per learner must be presented to the Bursar at least one month prior to departure.
 - The parents must be informed of the costs, in writing, at least one month prior to departure. It must be stated in the letter that all payments must be clearly marked (e.g. name of learner & Hockey Tour 2009) The credit controller will charge all tours to the school fee accounts.
 - The Credit Controller is to ascertain if any of the parents of those learners have financial defaults at the school.
 - If a parent is on a fee reduction, they must still cover the full costs of the tour.
 - If a parent has defaulted on any fee payments in the past, they must come in to see the Bursar to make arrangements to pay off the new tour costs.

- If a parent owes the school money for any previous tours or activities other than school fees, the learner may not go on tour until such time as all outstanding money and the full costs of the new tour have been covered.
- The Bursar is to collect tour payments from parents and present the teacher in charge with updated lists.
- The bursar is to make payments only upon receipt of a payment requisition from the teacher in charge.
- All outstanding money is to be paid by the end of the week prior to departure or arrangements made with the Bursar by the parent to pay the balance. A learner may not go on tour until the required amount has been fully paid or the Bursar is satisfied with the payment arrangement that has been made.
- The teacher is to communicate with the Bursar if any cash is needed for incidentals at least two working days prior to departure.
- At the end of the tour, the teacher and the Bursar must reconcile all expenditure and file all slips and receipts. A full report for the tour, including a financial review, must be presented to the line manager of that particular activity.

5. Overseas Tours

- 5.1 Tours overseas are extremely expensive and should only be undertaken if absolutely necessary.
- 5.2 A special sub-committee, of which one of the members must be the Principal or a Deputy, shall be set up to plan the tour.

6. Fund Raising

- 6.1 All fund raising shall be undertaken by the parents or learners going on the tour. No additional strain shall be placed upon the other staff at the school.
- 6.2 Any money raised is to be accounted for in the school books under a specific line item. The teacher in charge of the proposed tour is to take responsibility for ensuring that all monies have been handed in.
- 6.3 All events planned for shall be approved at least two weeks prior to the event taking place. This approval is done by the Internal Fund Raising Committee of elected staff members.
- 6.4 The planned event shall be appropriate to a school context and shall be in line with the vision, mission and Statement of Values and Intent of the school.
- 6.5 The event shall not conflict with any other whole-school fundraiser (such as a Golf Day).
- 6.6 School facilities may be used without charge. The usual rules and policies governing the use of school facilities shall be adhered to.

- 6.7 No fund raising make take place one week prior to the examination sessions, during the examination sessions nor in the last term of the year.

7. Teachers on outings/tours

- 7.1 At least one teacher per 30 learners shall accompany outings. On tours the ratio shall be one teacher per ten learners.
- 7.2 All reasonable costs of the teachers accompanying the outing shall be paid for out of the outing budget.
- 7.3 All reasonable costs of the teachers accompanying a local or national tour shall be covered by the tour budget (i.e. divided amongst the parents of those going on tour). The school shall pay the teacher subsistence and a travel allowance. This amount will be reviewed each year.
- 7.4 The travelling, accommodation and food costs of a teacher on an overseas tour shall be paid for out of the tour budget. The teacher will cover the costs of any additional items – souvenirs etc.

8. Subsidies/Bursaries

- 8.1 The school has a contingency fund to assist those who genuinely cannot afford to go on a tour but whose parents have paid up in full what they owe the school (whether on full or partial remission)
- 8.2 The learner must make application to the Principal for financial support at least four weeks prior to the departure of the tour.
- 8.3 No subsidies/bursaries will be granted for overseas tours.

This policy is brought into effect immediately and is subject for review every three years.

A D Reeler
Principal
28 April 2009

A Ryan
Chairperson
28 April 2009