



Fish Hoek Primary School

ESTABLISHED 1928

GRADES: Pre R - 7

SCHOOL EXCURSION POLICY

1. Background

- 1.1. An excursion relates to a learning experience external to the school campus, and which is conducted under the auspices of the School.
- 1.2. This policy specifically excludes:
 - 1.2.1. Trips undertaken by sports teams to fulfil fixtures.
 - 1.2.2. Longer-term tours.
- 1.3. While recognising the potential benefits of excursions, we must also recognise that such activities may interrupt normal learning routines of pupils. Accordingly, it is the Principal's prerogative to consider the educational value of all proposed excursions in relation to the overall needs and resources of the school, and to sanction or turn down a proposed excursion in the light thereof.
- 1.4. The rationale for any excursion should reflect the school's curricular objectives.

2. Procedure

- 2.1. Prior to any detailed planning, the principal must approve the concept of the excursion.
- 2.2. Parents or guardians must be informed in writing of the details of the excursion, including details of all planned activities (if possible), their educational value, the method of transport and level of supervision.

3. Funding

- 3.1. Where an excursion is a compulsory academic or similar outing, it needs to be budgeted for in advance and included in the budget application for the relevant subject, society, etc., for the requisite year.
- 3.2. There is no charge to individual pupils for such excursions, which are financed from school fees.
- 3.3. Where an excursion is a voluntary outing outside of school hours, funding for the excursion should be obtained from the parents.
- 3.4. All funds that need to be paid for outings during school hours, staff members to discuss with bursar before the outing.

4. Organization

- 4.1. The Secretary must be briefed on the details of the excursion, and should have a cell phone contact number for the teacher in charge of the excursion.
- 4.2. The Organizer must ensure that the relevant transport Validation Certificate has been obtained from the transport company which is transporting the pupils (this where outside transport other than aeroplanes of registered public carriers or public trains or buses are being used.)
- 4.3. Grade Heads have the right to exclude pupils from a voluntary excursion for behavioural or academic reasons: however, only the Principal may exclude a pupil from a compulsory excursion.

It's all about our kids

T: (021) 782-6113 F: (021) 782-2326 • Address: Upper Recreation Road, Fish Hoek, 7975

E: reception@fishhoekprimary.co.za • www.fishhoekprimary.co.za •  Fish Hoek Primary School @fishhoekpri

- 4.4. Before any excursion pupils must be briefed, including being reminded of expected standards of behaviour and the application of the school's disciplinary code.
- 4.5. It must be made clear to them that:
 - 4.5.1. They must behave appropriately at all times while on excursions.
 - 4.5.2. All normal school rules apply for the duration of the excursion.

5. General

- 5.1. A duty of care is owed to pupils in the school environment and while on excursions.
- 5.2. A safe transport or a safe walking route is to be organised for excursions.
- 5.3. The pupil: teacher ratio should ideally not exceed 30 : 1.
- 5.4. Pupils participating in excursions to communities which are culturally different from their own, should be briefed on cultural sensitivities and appropriate communication in cross-cultural contexts.
- 5.5. Under normal circumstances parents, guardians and volunteers who assist on excursions should not have to pay to attend. Any deviation from this norm must be included in the budget and cleared in advance with the Finance Manager.