



LENDY PARK SCHOOL

The Way, The Truth And The Life.

Tel: +263 652 324052 Cell: +263 712 883 324 www.lendypark.com secretary@lendypark.com

Maximising The Potential Of Each Child Through Christian Education

School Tours Policy

DEFINITION: A school tour is defined as any group travel involving at least one overnight stay outside the country or more than two nights if the trip is with the borders of Zimbabwe

1. Introduction

School tours are a valuable part of the school programme hence it is Lendy Park's policy to encourage, where appropriate, students to go on school tours. Tours are meant to offer learners a variety of educational experiences outside the formal classroom. These events motivate learners to participate in various school programmes, and contribute to the school's objective of holistic education. As there is a higher risk attached to any activity outside the country, this policy is drafted in order to minimise such risk and to ensure that all parties involved are aware of their responsibilities.

2. Tour planning

The coordinator/organiser of the relevant team or group who are planning to undertake a tour must obtain prior approval from the School Head **and** Senior Management Team.

A comprehensive submission must be made, which shall inter alia contain the following information:

- Provisional itinerary
- Provisional tour programme
- The envisaged number of learners who will go on tour
- Transport and accommodation arrangements
- Information on supervisors
- Tour budget
- Possible risks and concomitant action plans



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Once a tour has been approved, the tour organiser must:

1. Write a letter to parents/guardians informing them of the intended tour. The letter gives details of the tour dates, the destination, the total cost of the tour and any other relevant information.
2. Make an application to the District Office of the Ministry of Primary and Secondary Education by completing the ED54 form (see appendix 1). This application must be made at least three months in advance.
3. For a sports tour, write an application to the Head-in-Charge of the particular sport. Once a written approval has been obtained from the Head-in-Charge, an application is then made to the relevant sports association, attaching the approval letter from the Head-in-Charge, letter of invitation from the tour hosts, the list of players and their passport numbers and expiry dates. Some sports associations charge a fee for this letter.

Once approval has been granted by the sports association, in writing, application is then made to the Sports and Recreation Commission (SRC), with all the above documents attached. This application must be made at least 14 days before the date of travel.

NB. The SRC charges a fee per member of the team.

4. Visa requirements must be established at least 3 months in advance.

3. Tour Finances

- The parents/guardians of tour members shall be responsible for their children's tour costs and the tour budget must also provide for the tour costs of supervising staff.
- All tour funds must be directly paid into the school account.
- A staff allowance of US \$10 per day will be paid to each staff member. Where a meal is not provided by the host or where no group meal is arranged, a meal allowance of US\$ 10 will be paid.
- No learner will be allowed to go on tour if his/her parent/guardian fails to pay the tour fees or owes school fees unless cleared by the School Head.
- Fundraising projects may be undertaken in aid of tour funds, provided that the Head grants prior approval.
- The tour organiser must give a written financial report to the Bursar/ Administrator at the end of the tour.
- Receipts are required for all expenditure.



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- Allowances are taxable and payable through the school payroll system.
- Any unauthorised expenditure made during the course of the tour will be refunded to the school by the tour manager who has responsibility for the tour finances.
- Should an emergency occur, the tour manager may incur an expense but should notify the Head or Deputy Head immediately. An emergency is classified as an event in which the safety or health of a tour participant is in danger.
- A completed budget form must be submitted to the Head prior to any communication with the parents regarding costs.
- Any kit that is ordered must be backed by three quotations and the financial administrator, in liaison with the head, will select the qualifying bid.

3. On Tour Supervision

- All teachers and/or coaches accompanying learners on tour shall be responsible for the safety and well-being of all tour members in their care, for the full duration of the tour. Even if teachers and/or coaches accompany the tour voluntarily and outside school hours, this in no way detracts from their responsibility. A teacher and/or coach's duty of care in an official capacity goes beyond normal school hours.

Please refer to the school child protection policy.

- The rule of in loco parentis will apply to all tours. This means that supervisors will fulfil the function of parents. All tours are an extension of the school, and learners should therefore be supervised at all times. Neither individual learners nor groups may go unsupervised.
- Prior to leaving the tour leader must ensure that each teacher/coach is assigned a specific group of students and be known to the students as the leader. It is the responsibility of each group leader to call his/her group together at specific times and count members, check travelling documents at busy areas such as bus depots and airports as well as arranging specific meeting points and times.
- The school shall not be held liable for any loss or damage with regard to tour members' personal items. Learners themselves are responsible for the safekeeping of their property.

4. Notice to Parents/Guardians

Parents/guardians must receive early notice of any envisaged tours, affording them enough time to budget for tour costs and plan family vacations.



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A parents/guardians meeting may be convened or a circular sent to fully inform them among other things, the following aspects:

- The objectives of the tour.
- The full itinerary/agenda of the tour, including contact details of hosts and supervising educators.
- The transport, accommodation and catering arrangements.
- Whether learners will require travel documents and/or immunisation certificates, and where these are to be obtained.
- That any travel documents must be obtained at least seven a month prior to the departure date
- Total tour budget
- The itinerary
- Arrangements for learner supervision
- Additional rules of conduct
- Action to be taken by supervisors in case of any serious misconduct by, or injury/illness of, a learner (Follow the standing procedure)
- Any additional equipment or clothing that learners will require for the tour
- Other relevant information

NB. Each learner's parent/guardian must complete a consent form for the child's tour participation beforehand. Any relevant medical information in respect of the learner must be indicated on such form. Learners may not participate in any additional activities to which parents/guardians have not agreed.

However, no indemnity form indemnifies a teacher/coach against negligence or lack of supervision.

5. Tour rules/conduct



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The code of conduct of the school applies to all tours as well. The tour organiser may determine additional rules for a tour, which must be conveyed to the parents/guardians and learners.

Learners must act as ambassadors of the school at all times, and must guard the school's reputation through their conduct, participation and engagement with the public and learners of other schools. School clothing must be worn with pride. This equally applies to non-participants and spectators.

Learners who violate school rules will be reprimanded and, where necessary, reported to the school principal. In the case of serious misconduct, immediate action must be taken against such learner. The parents/guardians of the learner will be contacted and, where possible, arrangements may be made for the learner immediately to return home under supervision. The parents/guardians of such learners will be held liable for any costs incurred by the school for this purpose.

6. Medication

The tour organiser must ensure that a fully equipped first-aid kit is taken along on every tour. The tour organiser must arrange for Medical Insurance if learners are not on Medical Aid that covers them outside the country. A contingency fund, separate from all other funds, must be set aside.

7. Contact Information

The tour leader must ensure that contact information is left in the school and must communicate with both the school authorities and parents as often as possible.

8. Tour Composition

- Tour Manager
- Other staff member/s or coach in proportion to the size of the group
- Students who qualify to be in the group

NB. Whenever there is a female student in the group, there must also be a female adult.

- Accompanying Parent/s (Not a must)



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Covering letter for the _____ Tour to _____ to be held from _____ to _____. The signature affixed to this letter confirms that the person signing understands their roles and responsibilities.

Tour organiser: Plan, prepare all documents and ensure that any and all arrangements for the tour are made before the tour leaves and that any legal requirements have been met. All documentation and arrangements should be completed at least 2 weeks before departure.

Tour Manager: Hold any cash in safekeeping for the duration of the tour and ensure that all financial obligations are paid on time and of the correct value; ensure the return of all receipts for any and all expenditure and to ensure that the tour runs as planned. The tour manager bears the full financial responsibility for the tour funds. Ensure the welfare of the children in conjunction with the other staff - this is a shared responsibility of all travelling staff.

Tour Organiser: Name _____ Signature: _____

Tour Manager: Name _____ Signature: _____

Accompanying Staff:

Name _____ Signature: _____

Duties: _____

Name _____ Signature: _____

Duties: _____





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Name _____ Signature: _____

Duties: _____

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