



# LAERSKOOL WIERDAPARK

## POLICY & PROCEDURE:

### DOMESTIC AND INTERNATIONAL TOURS

Laerskool Wierdapark

LSWP – B – L- 011(E)

#### Dokumentontwikkeling en Goedkeuring

Verantwoordelikeid	Detail	Naam	Handtekening	Datum
Outeur:				
Goedgekeur:	Voorsitter: Beheerliggaam	JC de Brui		
Goedgekeur:	Hoof en Beheerliggaamslid	Y. WILKEN		
Goedgekeur:	Adjunkhoof en Beheerliggaamslid	LFS BOSMAN.		
Goedgekeur:	Beheerliggaamslid	C van Rooyen		
Goedgekeur:	Beheerliggaamslid	C vd Berg		
Goedgekeur:				
Gepubliseer	In Beleidslêer			
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	Gekommunikeer			

Weegawe No	Datum	Beskrywing
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**1. TITLE OF THE POLICY :**

**Laerskool Wierdapark Domestic and International Tours Policy**

**2. EFFECTIVE DATE : 1 January 2019**

**3. DATE OF NEXT REVIEW : 1 November 2019**

**4. REVISION HISTORY**

As amended on: (Specify date/s)
<b>4.1 May 2014</b>
<b>4.2 November 2016</b>

**5. DEFINITIONS AND ACRONYMS**

**5.1 DEFINITIONS**

<b>Term</b>	<b>Explanation</b>
auspices	means with the help, support, protection and sponsorship of a particular person or organization
District Office	means the District Office of the Department in the educational district in which the public school concerned is located
District Director	means the officer of the department responsible for the administration of education in a particular educational district
one-day tour	means any excursion by learners organised or approved by or made under the auspices of any public school or public schools in the Province that does not exceed one day in duration



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Term	Explanation
MEC	refers to the Member of the Executive Council for education in the Province
tour	means any organised educational/sporting trip by learners organised or approved by or made under the auspices of any public school or public schools in the Province
domestic tours	means tours undertaken within the borders of the province or country
international tours	means tours undertaken outside the borders of the country

## 5.2 ACRONYMS

Acronyms	Explanation
HOD	Head of Department of Education
MEC	Member of Executive Council for Education
SGB	School Governing Body
SMT	School Management Team

## 6. PREAMBLE

This policy is aligned to the Regulations on Domestic and International tours and supports the principals of applying non- discriminatory practices and procedures for the selection and participation of learners in school tours.

## 7. PURPOSE OF THE POLICY

7.1 The School Governing Body of **Laerskool Wierdapark** developed the policy to assist educators in the planning, budgeting, organization, selection and participation of learners in school tours.





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- 7.2 The purpose of the policy is to provide educational, psychosocial and personal development of a learner through curricular and extracurricular activities offered by the school including school tours in order for the learner to participate actively in community life.

## 8. OBJECTIVES OF THE POLICY

- a) To set out for the planning, approval and management of school tours,
- b) To provide procedures for the selection of learners and educators for school tours on the basis of criteria that does not unfairly discriminate against anybody, including learners who are unable to pay or has not paid school fees.
- c) To promote the safety of learners on school tours, including emphasizing the duties of educators accompanying school tours;

## 9. SCOPE OF APPLICABILITY

This policy applies to domestic and international tours undertaken by **Laerskool Wierdapark** or under the auspices of the school.

## 10. LEGISLATIVE FRAMEWORK

- 10.1 The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), as amended.
- 10.2 The South African Schools, 1996(Act No. 84 of 1996), as amended.
- 10.3 The National Education Policy Act, 1996 (Act No.27 of 1996), as amended.
- 10.4 Employment of Educators Act, 1998 (Act No. 76 of 1998), as amended.
- 10.5 South African Council of Educators, 2000(Act No. 31 of 2000), as amended.



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- 10.6 The Regulations on Domestic and International Tours, 2012 (Provincial Gazette No.129 of 11 May 2012)

## 11. RELEVANT POLICIES AND PROVINCIAL CIRCULARS

None

## 12. POLICY STATEMENTS

### 12.1 Procedures for the planning and budgeting of school tours

- a) The **Laerskool Wierdapark** governing body plans and budgets for school tours in the third term of the year preceding the implementation and presents the budget to an annual general meeting of parents in October of the same year in preparation for the following year.
- b) The annual budget of the school will take into consideration the full costing of tours for the whole year and will not include the cost of school tours in the school fees.
- c) The costing of tours is calculated on the basis of funds budgeted for and other funds to be raised by the school for purposes of the tour and does not include any anticipated voluntary contributions from parents towards tour costs, although parents are free to make voluntary contributions for learners who have been selected but cannot afford to pay the tour costs.
- d) The nature of the activity determines whether a school tour is planned for during weekdays, weekends or holidays. The school plans for academic tours as one day tours while domestic tours for sporting or cultural activities are planned for as weekday or weekend activities including holidays.



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## **12.2 Procedures for the approval of school tours**

- a) The school governing body presents the annual budget of the school at an annual general meeting of parents in October of every year for approval in preparation for the following year. The approved annual budget is thereafter submitted to the District Director to approve the implementation of the budget in writing. Only then can the school start implementing the plan.
- b) Undertaking of tours is subject to submitting an application to tour on prescribed forms with the necessary supporting documents to the District Office of the Department at least 3 months prior to the departure date of the tour for the approval of the District Director or in special circumstances, within such shorter period as the District Director may allow.
- c) The school will submit to the District Director/Head of Department/MEC a final written list of all learners, educators and other participants selected for the tour after a tour has been approved.
- d) The school will seek approval for the tours through the District Director, who will ensure that the relevant approval is sought in respect of the various tours and inform the school accordingly.
- e) In cases where the school was not satisfied with the reasons or the disapproval of an application, the school will, in terms of the procedures set out in the Regulations on Domestic and International Tours, 2012 (Provincial Gazette No.129 of 11 May 2012), lodge an appeal.





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## **12. 3 Procedures for the management of school tours**

- a) The school regards academic school tours as part of the normal school educational programme. Depending on the programme for the tour, academic school tours are undertaken during weekday afternoons or as a full one-day tour. During their grade 4 and 6 year learners are afforded the opportunity to undertake a grade 4 educational tour and a grade 6 *veldskool* tour during the third / fourth term for 5 or 6 days. Domestic tours of a sporting or cultural nature are undertaken during weekends or holidays.
- b) Parents are notified in writing 3 Months in advance before such a school tour is undertaken with all the logistical arrangements for the tour included.
- c) International tours are arranged for enrichment of learners in the areas of Natural Sciences and Technology, the Visual and Dramatic Arts, Music and the geographical exploration of the country visited. In the case of International tours, parents are informed 6 months in advance before such a school tour is undertaken with all the logistical arrangements for the tour included.

## **12.4 Selection of learners for public school tours**

- a) Every learner who is admitted to **Laerskool Wierdapark** is admitted to the total school programme which includes all curricular, co-curricular and extra-mural programmes or activities offered by the school, including tours organised or approved by or made under the auspices of the school.





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- b) **Laerskool Wierdapark** select learners for school tours based on the principles of merit, redress, equity and representivity including participation.
  
- c) No learner at **Laerskool Wierdapark** will be unfairly discriminated against or excluded from any school tour selection policy or practice including on the grounds that the learner's parent is unable to pay or has not paid any school fee except on the basis of non-participation in the activity for which the tour is intended or on any other fair basis.
  
- d) The parent of a learner that intends to allow his/her child to participate in a tour is expected to pay for the tour.
  
- e) The provisions of this policy shall not apply to parents who are eligible to automatic and total school fee exemption in terms of applicable law, including child-headed households.
  
- f) Competition is essential in sport activities and opponents will be chosen according to the team's own potential. It is the privilege and responsibility of the specific coach to appoint a team(s).
  
- g) In the case of limited space (mostly academic tours), learners who submitted all necessary documents will be served on a "first come first serve" basis.
  
- h) When a learner is selected for a tour, it will not be a guarantee for the inclusion of tours in the future.



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## **12.5 Fundraising for school tour**

- a) The fundraising committee of the SGB will organize the necessary fundraising activities per term. The committee will involve parents and learners in their fundraising activities and allocate duties to parents who volunteer to assist.
- b) Fundraising activities will only take place during weekday afternoons and evenings or on weekends. Only curriculum related activities can be scheduled to take place during school hours, for example, market day, mini cake and candy sale, etc.

## **12.6 Safety of learners on tour**

The schools will take reasonable measures to ensure the safety of learners on tours, including-

- a) insuring against accidents, injuries, general medical expenses, hospitalisation and theft that may occur on tour; and
- b) ensuring if reasonably practicable, that learners are under the supervision of an accompanying educator at all times on tour.

## **12.7 Appointment of tour manager and educators to accompany learners**

- a) The school governing body will appoint a tour manager and identify educators for accompanying learners for each tour in consultation with the School Management Team.
- b) Each tour manager appointed by the school governing body will take the overall responsibility for the tour; he or she is appointed for.



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- c) The SGB will ensure that at least one educator accompanies every 20 learners or part thereof on any tour; and in the case of a tour in which both male and female learners are participants, at least one -
  - (i) male educator accompanies every 20 male learners; and
  - (ii) female educator accompanies every 20 female learners or part thereof.
- d) The SGB and the SMT will ensure that the tour manager and accompanying educators are briefed on their duties in keeping with (12.8) below.

## **12.8 Duties of tour manager and educators accompanying tour**

12.8.1 The tour manager and every educator accompanying a tour are on duty for the entire duration of the tour; bound by all codes of conduct or dress as may be determined by the governing body of the school; and bound by all codes of conduct applicable to the teaching profession.

12.8.2 The tour manager and every educator accompanying a tour will, as far as is reasonably practicable take all reasonably practicable steps to:

- a) ensure the safety of learners at all times;
- b) supervise the activities of learners at all times where this is reasonably practicable, enforce the discipline and safety rules of the tour at all times, and take appropriate corrective action whenever necessary,
- c) ensure that all reasonable measures are taken to transport learners safely during the tour;
- d) ensure that all learners are accommodated in the lodgings specified in the tour itinerary;
- e) make appropriate reasonable arrangements for the safekeeping of the travel documents, such as passports, visas and inoculation



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certificates; tour funds and learners' valuables; and remind learners to take their prescribed medication, where applicable, at the prescribed intervals.

- (f) make reasonable attempts to contact the parent of the learner If a learner is injured or falls ill during a tour and requires medical treatment in order to obtain consent for such medical treatment; and
- (g) determine whether or not to consent to the medical treatment if the tour manager is unable to contact the parent of the learner

## 12.9 Duties of the parents of learners on tour

12.9.1 The SGB will communicate to parents the following responsibilities required of them:

- (a) to complete all necessary documents, including the consent form and medical questionnaire.
- (b) if a learner is on medication and will require that medication while on tour, the parent must –
  - (i) ensure that the learner has sufficient quantities of medication for the duration of the tour.
  - (ii) complete the medical questionnaire attached as Schedule 2.
  - (iii) ensure that the school has updated information on any changes to the medication requirements of the learner.
  - (iv) ensure that the learner and the tour manager are in possession of the original doctor's prescription





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(c) Consent

**Laerskool Wierdapark** will require every parent, of a learner who has been selected to tour to consent in writing prior to the date of departure of the tour, to the learner's participation in the tour and to matters ancillary thereto in the form of Schedule 3.

## 12.10 Information provided to parents and the Department

The school will provide the parent of every learner who has been selected for a tour with the following information -

- (a) a copy of the invitation letter to participate in the tour clearly stating the purpose of the tour and when the tour is scheduled to take place.
- (b) the nature of activities that the learner will be engaged in on tour and the possible risks involved;
- (c) the full itinerary of the tour, with relevant contact details of tour participants, hosts and accommodation service providers;
- (d) the number, names and contact details of the tour manager and other educators who will accompany the learners on tour;
- (e) the transport and accommodation arrangements and arrangements for set meals on tour;
- (f) the travel documents, such as passports, visas and inoculation certificates, where applicable, that will be required and where they can be obtained;
- (g) the arrangements for the safekeeping of tour funds and learners' valuables;
- (h) the arrangements that will be made to ensure the safety of learners and educators while on tour;
- (i) the discipline and safety rules regarding the tour and the consequences of failing to comply with the rules.
- (j) any other matters ancillary thereto.



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## **12.12 Tour report**

12.12.1 The principal will within one month of concluding a tour submit a full report on the tour completed on Schedule 4 accompanied by the tour register on Schedule 5 to the governing body of the school and to the District Director at the District Office.

12.12.2 The tour report will contain:

- (a) 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;
- (b) an indication of how any surplus or deficit will be dealt with;
- (c) an accident and injury report, if applicable; and
- (d) an account of any other serious incident including acts of serious misconduct committed by learners or educators.

12.12.3 An accident and injury report will state-

- (a) the description of any accident or injury;
- (b) the date, time and place of the accident or injury;
- (c) the procedures followed in dealing with the accident or injury;
- (d) the name of the educator or educators on duty at the time of the accident or injury; and



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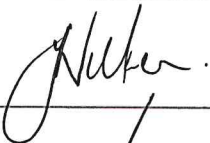

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- (e) how and when the accident or injury was reported to the parents of the learner concerned.

## 12. Short title

This policy shall be called **Laerskool Wierdapark Domestic and International Tours Policy**

## 13. Date of Approval:

Recommended by: (Principal)	V Wilken	Signature:	
Date:	09/11/2018		
Approved by: (SGB Chairperson)	JC de Bruin	Signature:	
Date:	09/11/2018		
Verification by GDE: (District Director)		Signature:	
Date of Verification			



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**GAUTENG PROVINCE**

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#### SCHEDULE 1: APPLICATION TO THE GDE FOR TOUR APPROVAL

**Note:** This application form must be completed by the Principal and the Governing Body of the applicant public school

#### 1) DETAILS OF SCHOOL

1.1	District	
1.2	Name of school	
1.3	School EMIS number	
1.4	Name of principal	

#### 2) GOVERNING BODY CONTACT DETAILS

	SGB Member	Full names	ID Number	Telephone/ Cell No.	Term of office expiry date
2.1	Chairperson				
2.2	Secretary				
2.3	Treasurer				

#### 3. DETAILS OF THE TOUR

3.1	Indicate by placing a (x) in the appropriate column, the type of tour that is being undertaken		
	Within the Province (District Director Approval)	To another Province in South Africa (HOD approval)	International (MEC Approval)
3.2	Purpose of tour and details of the planned activities of the tour. (include a full itinerary)		
3.3	General details of the tour		
	Destination		
	Departure date		
	Return date		





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	No. of learners who will be undertaking tour	
	Name of Tour manager	
	Contact details of tour manager on tour	
	No. of accompanying educators	
3.4	Details of accompanying educators including contact details on tour	
4.	Details of funding arrangements for tour	Amount
	4.1 Cost of school tour per person:	
	4.2 Travel:	
	4.3 Accommodation	
	4.4 Catering	
	4.5 Attire:	
	4.6 Competition costs	
	4.7 Sundries:	
	Total:	
5.	Support strategy for the tour, including fund raising activities:	

6.	Transport Details for School Tour (It is essential that 6.1. & 6.2. is completed when the tour application is made)		
	6.1 Name of company and owner providing transport		
	6.2 Road worthy certificate / s:		
	a) Date of issue		b) Expiry date
	6.3 Details of primary driver:		
	a) Name of the Driver		
	b) Driving Licence number and code		
	c) Expiry date of licence		
	d) Expiry date of professional Driving Permit		
	e) Company / vehicle owner's Insurance (Name & Policy number)		



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	6.4 Details of substitute driver	
	a) Name of the Driver	
	b) Driving Licence number and code	
	c) Expiry date of licence	

6.5	Accommodation arrangements during tour	
	6.5.1 Type of accommodation to be used	
	6.5.2 Number of persons per room:	
	d) Expiry date of professional Driving Permit	
	e) Company / vehicle owner's Insurance (Name & Policy number)	

7.	Documents to be submitted with application (Copies of the following documents must be submitted)	
	7.1 Details of learners undertaking tour.	
	7.2 A full itinerary.	
	7.3 Confirmation that consent forms have been obtained from the parents of learners who will be undertaking the tour.	
	7.4 Confirmation of medical questionnaire obtained from the parents of learners who will be undertaking the tour	
	7.5 The approval from the National Sporting Federation, where applicable	
	7.6 A letter of invitation where applicable.	
	7.7 Other (please specify):	

### 8. SIGNATURE OF PRINCIPAL AND SGB CHAIRPERSON

Name of Principal	Signature	Date
Name of SGB Chair	Signature	Date



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**9. DISTRICT DIRECTOR**

**9.1 Approval/Recommendation (Place an X in the appropriate block)**

Tour approved		Tour recommended	
Tour approved with amendments		Tour recommended with amendments	
Tour declined		Tour not recommended	

<b>COMMENTS/AMENDMENTS/REASON FOR NON APPROVAL/NON RECOMMENDATION</b>

**9.2 SIGNATURE OF DISTRICT DIRECTOR:**

Name of District Director	
Signature	
District	
Date	

**10. HEAD OF DEPARTMENT**

**10.1 Approval/Recommendation (Place an X in the appropriate block)**

Tour approved		Tour recommended	
Tour approved with amendments		Tour recommended with amendments	
Tour declined		Tour not recommended	

<b>COMMENTS/AMENDMENTS/REASON FOR NON APPROVAL/NON RECOMMENDATION</b>

**10.2 SIGNATURE OF HEAD OF DEPARTMENT:**

Name of District Director	
Signature	
District	
Date	



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**11. MEMBER OF THE EXECUTIVE COUNCIL**

**11.1 Approval/Recommendation (Place an X in the appropriate block)**

Tour approved	<input type="checkbox"/>	Tour approved with amendments	<input type="checkbox"/>	Tour declined	<input type="checkbox"/>
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**COMMENTS/AMENDMENTS/REASON FOR NON APPROVAL/NON RECOMMENDATION**


**11.2 SIGNATURE OF MEMBER OF THE EXECUTIVE COUNCIL :**

Name of District Director	
Signature	
District	
Date	





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### SCHEDULE 2: MEDICAL QUESTIONNAIRE

1.	School Name			
2.	Name Of Learner			
3.	Date Of Birth			
4.	Nature Of Tour			
5.	Name of Parent / Legal Guardian			
6.	Home Address			
7.	Home Telephone			
8.	Work Telephone			
9.	Work Address			
10.	Do you belong to a medical aid?(X)	Yes		No
	Name the fund			
	Medical Aid Number			
11.	Name of Family Doctor			
12.	Telephone Number			
13.	Is your child allergic to any food? (X)	Yes		No
13.1.	If yes, specify			
14.	Is your child allergic to any medication?(X)	Yes		No
14.1.	If yes, please give details			
15.	Is your child presently taking any medication?	Yes		No
15.1.	If so, please give a detailed list of medication and the dosage prescribed			
Details of Person Providing the information				
Relationship to learner				
Print name				
Signature of Parent				
Date				



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#### SCHEDULE 3: PARENTAL TOUR CONSENT FORM

Note: This form to be completed by a parent legal guardian/person acting in parental capacity of the learner who will be undertaking a tour

##### 1. DETAILS OF LEARNER

1.1	Name	
1.2	Grade	
1.3	School	

##### 2. DETAILS OF THE SCHOOL

1.1	District	
1.2	Name of school	
1.3	Name of principal	

##### 3. DETAILS OF TOUR

3.1	Destination	
3.2	Purpose of tour	
3.3	Proposed departure date	
3.4	Proposed arrival date	

I, \_\_\_\_\_ (parent / legal guardian / acting in parental capacity) do hereby consent to the above learner undertaking the tour, and confirm that I:

- 4.1 Have been advised and fully understand, the purpose, nature and risks associated with the tour;
- 4.2 Have been informed by the school of all the relevant details associated with this tour, including the itinerary, arrangements for travel, accommodation, contact details of the tour manager and other associated details;
- 4.3 Understand that in the event of accident or injury to the above learner that all reasonable steps will be taken by the tour manager to contact me to obtain my consent for any necessary emergency medical treatment and/or any emergency medical operation. In the event that the tour manager is unable to contact me in such circumstances, I authorise the tour manager to consent to any such treatment or operation on my behalf; consent must be obtained from
- 4.4 Have completed the medical questionnaire attached to ensure the safety of my child
- 4.5 Have been provided with a copy of the school's discipline and safety rules in terms of which the learner will undertake the tour.



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Name of Person	Relationship to the learner	Contact details
		(Home) (Work) Cellphone Email : Fax :
		(Home) (Work) Cellphone Email : Fax :

**CONSENT BY PARENT / LEGAL GUARDIAN / PERSON ACTING IN PARENTAL CAPACITY**

**5. DETAILS AND SIGNATURE OF PARENT/LEGAL GUARDIAN/PERSON ACTING IN PARENTAL CAPACITY**

5.1	Name	
5.2	Capacity	
5.3	Address	
5.4	a) Contact telephone number	
	b) Cell number	
5.5	Signature	
5.6	Date	



# LAERSKOOL WIERDAPARK

## POLICY & PROCEDURE: DOMESTIC AND INTERNATIONAL TOURS

Laerskool Wierdapark

LSWP – B – L- 011(E)



**GAUTENG PROVINCE**  
EDUCATION  
REPUBLIC OF SOUTH AFRICA

### SCHEDULE 4: TOUR REPORT

A)	ACCIDENT, MISCONDUCT, BREACH OF CONTRACT BY SERVICE PROVIDER					
1.	Tick the box to indicate whether the report is on an accident, misconduct or breach of contract by service provider or a combination					
	1.1 Accident		1.2 Breach of contract by service provider		1.3 Misconduct	
2.	Full Name (Grade if it is a learner) of the person/s (learner/educator/parent) involved in the accident and/or injured or responsible for the misconduct, in the relevant column. Put an (E) next to the name of the educator and a (P) next to the name of a parent.					
	Accident	Misconduct		Other		
3.	Provide the date, time and place of the incident, accident, injury or misconduct.					
	Date	Time		Place		
4.	Describe what happened and the procedures followed when dealing with the incident, accident, injury or misconduct					





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5.	Name of Parent/s or Educator/s on duty at the time of the accident, injury or misconduct	
	Parent/s	Educator/s
6.	How and when the accident and/ or injury was reported to the parents of the learner concerned and the School Principal.	
7.	Briefly describe the quality of the accommodation and food during the tour.	
8.	Did the tour achieve the outcomes that it intended to, if not, what was not achieved and why?	



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9.	Financial Management
	Attach 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;
	9.1 Indicate how a deficit or surplus of funds will be dealt with.
10.	List any outstanding matters that need to be resolved and clearly indicate by whom

11.	Signatures		
	11.1 Tour Manager(TM), Principal (P) and SGB – Chairperson (Ch)		
	Print Name	Signature	Date
TM			
P			
CH			

SCHOOL STAMP