



THORNTREE PREPARATORY SCHOOL

FIELD WORK & EXCURSION POLICY



Document Name	Field Work & Excursion Policy
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Related Policies	<p>The Constitution of the Republic of South Africa (Act 108/1996.)</p> <p>The South African Schools' Act (Act 84/1996) and subsequent amendments.</p> <p>The National Education Policy Act (Act 27/1996) and any applicable policies determined in terms of this Act, including the Regulations for Admissions to Schools.</p>
Addenda	

Approved by:	Approved by:
	
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Helyn Tooley (Principal) MJB Properties CC	Ursula van den Berg MJB Properties CC



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TITLE: FIELD WORK & EXCURSION POLICY

1 PREAMBLE

School field trips, field work and excursions designed to stimulate student interest and inquiry may be appropriate classroom extensions and may enhance learning in the classroom. School trips will help meet educational goals and objectives by connecting learning with experiences outside the classroom environment. Field work and excursions form an integral part of satisfying the aim of Thorntree Preparatory school to afford learners outdoor and experiential learning opportunities to augment and extend what is taught in class and at school.

The benefits of outdoor activities, visits, fieldwork and excursions are numerous if well planned and organised. The benefits for learners include:

- Learners are energized by the excitement and anticipation of leaving the school environment.
- The transportation to and from the venue/museum/site is often a pleasant open-social time.
- Learners have the opportunity to see new things and learn about them in a more unstructured way.
- Learners have the opportunity to determine what they learn and how they learn it. Said differently, student learning can be interest-driven, not teacher and curriculum driven.
- Learners will experience a more holistic, integrated picture of the information that, in the classroom, may have only been presented in a textual and abstract way.
- Museums, and many other kinds of field trips are multi-media experiences; therefore, learning is enriched and reinforced with superimposing sensory and intellectual inputs.
- Most outings, excursions and visits to museums in particular, are designed to stimulate curiosity and actively engage the visitor, so you have a very professional partner working with you to help your learners learn.
- One can arrange for learners to meet with other educators/ professionals/officers, often in a private classroom, to facilitate directed learning and/or provide a question-answer session.

2 PURPOSE

As much as off-school visits, field work and excursions are fun for learners, they require forethought and proper planning to ensure a successful outing or event for all involved. Certain considerations have to be made and steps by the educator taken in arranging the outing.

3 SCOPE

This policy is applicable to the committee or educator, parents and learners involved in and responsible for the outing.

4 POLICY

All day outings, field trips and excursions are to be pre-planned for.

Day outings may take place during any of the four school terms except during examination periods for the Intermediate Phase.

Overnight excursions are to be planned for the first and third terms for the Intermediate Phase learners only (Grades 4-7)

There are no overnight field trips for Foundation Phase learners (GradesR-3).

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The Head of Departments or Phases and the Principal or head of the school must approve all school field trips.

The Board must approve any overnight, or out of province, school trips.

Requests for board approval for overnight or out of province trips must be submitted at least six weeks in advance of the trip.

Request for approval of day trips; out of school field work must be submitted to the Head two weeks in advance.

To be approved, a school trip must:

- Have the appropriate request forms for requesting the field trips completed.
- Provide an effective method for accomplishing curriculum objectives;
- Be consistent with educational goals of the curriculum;
- Keep to a minimum any disruptions of other educational programs and/or loss of instruction time;
- Meet all guidelines as set forth in the policy and other procedural guidance.

5 CONSIDERATIONS

5.1 STUDENT SAFETY AND DISCIPLINE

School safety rules and policies, applies to all students, school employees, and volunteers while they are taking part in school trips/excursions

Students are also subject to the Learner Code of Student Conduct, and all school rules while participating in a school trip or excursion.

The responsible staff member shall develop any additional regulations necessary to ensure student safety, provide adequate supervision, and clarify student behaviour standards.

5.2 TRANSPORTATION

Arrangements for transportation of learners must be organised with a reputable transport company identified by the school and well in advance.

If Parents are to volunteer transporting learners, they will do so only on consent of concerned parents whose children they are transporting.

The responsible teacher will accompany the learners on the Bus.

Learners are to abide by all rules set by the bus operator.

Teachers are to oversee learner behaviour and conduct on the bus.

Learners are to claim responsibility for all their valuables.

5.3 CHAPERONES AND VOLUNTEERS

Every ten learners on a trip are to be accompanied by one teacher.

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Parents are welcome to accompany learners on a trip if requested and possible. They will be responsible for their own costs.

Any Volunteers apart from parents will need to be vetted by the school.

6 BASIC GUIDELINES FOR FIELD TRIPS

Principals shall only consider approval for school field trips that have specific goals and objectives related to the curriculum and are feasible in terms of scheduling, transportation, liability factors, and other pertinent matters related to arrangements.

All students participating on the field trip must have a signed “Thorntree Preparatory School Parental Consent and Indemnity Form”. Every effort should be made by the teacher to obtain this form since all children should be able to participate in these trips. All forms will remain on file for one year.

In all cases, no student who would ordinarily be eligible to go on a school trip shall be deprived of the experience because of transportation or inability to pay. The school will subsidize the child as far as possible.

7 PROCEDURE

The teacher should consider:

- That the specific destination in mind is appropriate for the age of the child,
- sufficiently related to the standard course of study,
- reasonable in cost and distance,
- safe for students,
- consult the school calendar to determine appropriate dates for the field trip.

The trip will not interfere with any local testing or remediation for re-testing.

Once appropriate dates are selected, the teacher will complete a “Field Trip Request Form”

Following approval, the teacher will resume following the “Field Trip Checklist” in making appropriate arrangements with the destination contacts, parents, transport company, fellow teachers, etc.

8 DUTIES OF EDUCATORS ACCOMPANYING AN OUTING/EXCURSION

Every educator accompanying a tour is: -

- On duty for the entire duration of the tour;
- Bound by all codes of conduct applicable to the teaching profession.

The educator/s accompanying a tour must, as far as is reasonably practicable: -

- Take all reasonably practicable steps to ensure the safety of learners at all times;
- Supervise the activities of learners at all times where this is reasonably practicable.
- Enforce the required discipline and safety rules at all times, and take appropriate corrective action whenever necessary;
- Ensure that all reasonable measures are taken to transport learners safely during the outing or excursion;
- Ensure that all learners are accommodated in the lodgings specified in the itinerary;
- Make appropriate reasonable arrangements for safekeeping of valuables if necessary;

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- Remind learners to take their prescribed medication, where applicable, at the prescribed intervals.

9 ADDENDA

10 FIELD TRIP REQUEST FORM

Site/Event: _____ Recommended grade
range: _____

1. Briefly describe field trip:

2. Curriculum goal(s) which this activity supports:

3. Describe in-class preparation before the trip:

4. Describe learning activities at site/during trip:

5. Describe follow-up work in class and/or homework:

6. Practical Information: attach map and give any other pertinent information:

- Key persons or institutions contact details:
- Dates and Days
- Departure & arrival times

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- Travel time needed from school one way:
- Equipment needed to bring (attach list, if necessary):
- Risks or hazards one should one be aware of
- Transport arrangements

7. Any additional information or recommendations:

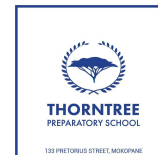
Name of Teacher making request:

Name/s of chaperones:

Request Granted or Not: _____

Head Signature: _____

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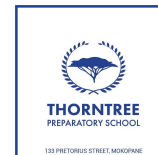
10.1 FIELD TRIP CHECKLIST

Site/Event	
Grade Range	
Dates	
Teacher Responsible	

PLANNING:

Tick Box	Task
	Obtain permission/trip approval from principal/principals. Fill out Request form.
	Call field trip locations for pre-visit information, prices, refund info.
	Obtain written confirmation of date and arrival/ departure time
	Request Proforma-Invoice
	Submit Invoice to Admin Office for Payment closer to the date.
	Inform learners and parents of Field trip/outing / Excursion.
	Ask about Bus drop/Off and Parking, and check-in procedures.
	Ask about Bus driver accommodation and meals if staying on
	Begin fundraiser planning or set up payment plans/refund notice.
	Plan a pre-visit to trip locations to check out facilities, area attractions, possible road construction, toll roads, etc.
	Call to arrange transportation, and to obtain prices and availability of dates.
	Obtain written confirmation of travel date
	Let the bus driver know if you will need to load and unload luggage from bus
	Give the bus driver a map, directions, drop off/pick up instructions, and copy of itinerary. Let him/her know if they must remain with the group.
	Give field trip information, requirements, fee, and refund policy to students, teachers, chaperones, and administration 4-6 weeks prior to trip date

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	Give students Consent and Indemnity and Medical information Forms along with forms required by Venue or hosts 4-6 weeks prior to the trip date. Request these back 2 weeks before the date. Keep in Folder/File
	Make a chaperone list and submit to board office for approval
	Check on special medications for students (epi-pens for bee stings, inhaler for asthma, etc.)
	Confirm number of students attending no later than one month in advance. No refunds given 14 days prior to trip date.

Notes:

Suggested student to chaperone ratio is 10:1.

Information Pack(for parents, chaperones, and administrators) should include:

- Trip Itinerary and Venue information.
- Group/Chaperone List
- Map/Maps
- Location of First-Aid Kit
- Emergency Contact Information

ONE WEEK PRIOR TO TRIP:

	call bus company and trip destinations to confirm dates, check on any changes
	make arrangements for payment if needed. (get checks to bring or receipt of payment)
	obtain first-aid needs, student medication
	obtain permission to use school cameras, equipment etc
	send out reminders to students and parents
	print out any worksheets required
	make a list of students who are not attending the trip
	finalize arrangements for class coverage, arrange for a substitute, if needed

ON THE DAY:

	Class lists
	Roll Call

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	Travel first Aid kit & Medication bag
	Seating/ Travel lists
	Cell phone
	Camera
	Map
	Indemnity & Medical Forms
	Emergency number list

AFTER THE TRIP:

	Check all areas for lost items
	Thank the hosts, chaperones, and Bus Driver
	Dole out appropriate tips
	Get student feedback (survey, post trip activities)

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10.2 CONSENT & INDEMNITY FORM INCLUDING MEDICAL AID DETAILS

GENERAL CONSENT AND INDEMNITY FORM

I, _____ (full names of parent or legal guardian),
Parent/ legal guardian of _____ over
whom I have custody and control, hereby consent to my child/ward, participating in the outing
/excursion to _____ which is away from school as
arranged, organised or offered by the School, and, where relevant, to his being transported to and
from the said activities by means of transport made available by the school for that purpose. I have
read and am knowledgeable of all the necessary information including the itinerary, arrangements for
travel, accommodation, contact details of the responsible teacher and other associated details
regarding the outing/excursion as forwarded to me by the school.

I further agree to the condition that, while every precaution will be taken for the safety and welfare of
my son/ daughter and for the care of his/ her possessions, I will hold blameless and indemnify all
persons, Thorntree Preparatory School, and all other organisations associated with the activity, should
any prejudice, loss, damage, illness or injury occur to my child/ward during the above activity. This
includes an indemnity against recovery of costs resulting from damage, loss and/or medical conditions
or hospitalisation.

I furthermore appoint the school staff accompanying the tour or group, or supervising the activity, to
act in loco parentis in respect of my child/ward should the need therefore arise.

Should medication/hospitalisation be necessary please indicate (if applicable):

Name of Medical Aid Company	
Plan / Option	



Membership No.	
Name of principal member	
ID Number of Principal Member:	
Name and Contact details of Medical Practitioner to be contacted for medical history if necessary	
Name	
Contact details	
Emergency contact telephone number/s over the period of the activity/camp/tour:	
Mother /Legal Guardian	
Father / Legal Guardian	
Alternate (Please Specify):	

Signature of Parent/Guardian _____ Date _____

Full name of witness _____ Signature _____

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