

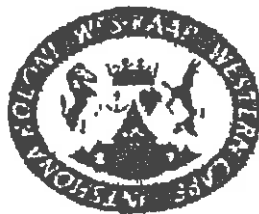
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CIRCUIT MANAGERS



PROVINSIALE ADMINISTRASIE WES-KAAP

Onderwysdepartement

PROVINCIAL ADMINISTRATION WESTERN CAPE

Education Department

ULAWULO LWEPHONIXO LENTSHONA KOLO

ISEbe leMfundo

CIRCULAR 0014/2000

TO:

CHIEF DIRECTORS, DIRECTORS, AREA AND CIRCUIT MANAGERS AND PRINCIPALS OF PUBLIC SCHOOLS (EXCLUDING HOSPITAL SCHOOLS, PRISON SCHOOLS AND PLACES OF SAFETY)

UTILISATION OF SCHOOL HOURS FOR SPORT OR EDUCATIONAL TOURS OR EXCURSIONS

1. Educational tours or excursions for learners should normally be organised to take place during official school vacations. The Department's area office will, however, be prepared to consider granting approval for tours or excursions during school hours in exceptional cases, provided that there are valid reasons why such tours or excursions cannot be undertaken during a school vacation.
2. The following procedure should be followed when principals apply for approval for tours or excursions:
 - 2.1 EDUCATIONAL TOURS OR EXCURSIONS WHICH TAKE UP A SINGLE SCHOOL DAY OR PART OF A SCHOOL DAY
 - 2.1.1 All applications must be made in writing to the Circuit Manager concerned to reach him/her at least ONE MONTH before the commencement of the proposed tour or excursion.
 - 2.1.2 The following must be supplied:
 - (a) The approval of the governing body and the parents concerned for the proposed tour or excursion.
 - (b) The educational programme (not the tour programme). The programme must indicate how the visits will be integrated with the curriculum.

MELD ASSEBLIEF VERWYSINGSNOMMERS IN ALLE KORRESPONDENSIE. / PLEASE QUOTE REFERENCE NUMBERS IN ALL CORRESPONDENCE.

2.1.3 All learners of a subject group, class, grade, etc. must undertake the outing as it is regarded as part of the compulsory tuition programme (an extension of the classroom).

2.1.4 Learners must be accompanied by the particular subject or class educator who normally handles that tuition. The number of educators accompanying the group must be more or less in proportion to the size of the class.

2.2 EDUCATIONAL TOURS LASTING MORE THAN ONE SCHOOL DAY

An application to undertake a tour during school hours lasting more than a school day **MUST** be approved by the relevant Area Manager. Such application must be submitted at least **THREE MONTHS** before the commencement of the proposed tour. The following documentation must accompany the application:

2.2.1 A clear exposition of the reasons why the proposed tour cannot take place during a school vacation.

2.2.2 Proof that the proposed tour has been approved by the governing body and the parents.

2.2.3 An indication of the arrangements made to ensure that learners and staff members not going on tour, for whatever reason, will continue with their normal duties.

2.2.4 An educational programme indicating how the visits are to be integrated with the curriculum (by means of worksheets, assignments, questionnaires, etc).

2.2.5 The proposed tour programme giving details of the route, places to be visited, date of departure and duration of the tour.

2.2.6 The number and gender of learners undertaking the tour or excursion.

2.2.7 The number and gender of supervisory staff accompanying the touring party.

2.2.8 Arrangements for transport.

2.2.9 Arrangements for accommodation.

2.3 SPORT TOURS

When learners (individuals or smaller groups) undertake a tour or have to take part in a competition during school hours owing to their inclusion in sport teams or groups which compete on regional, provincial or national level, schools must

2.3.1 inform the Circuit Manager, governing body and parents concerned

2.3.2 accommodate learners

- 2.3.3 help learners to catch up with lost work (themselves)
- 2.3.4 consider whether their participation is more important than the school programme at that stage

2.4 TOURS OR EXCURSIONS OUTSIDE SCHOOL HOURS

Applications to undertake educational tours or excursions outside school hours, during school terms must be approved by the Department's Area Manager in consultation with the Circuit Manager concerned, while tours or excursions organized during school vacations and weekends are the responsibility of the school. The governing body must be notified of these arrangements.

- 3. When considering approval of applications for proposed tours or excursions the Area Manager should consider, *inter alia*, whether
 - 3.1 the tour programme includes places, buildings, monuments and natural phenomena of both historical and cultural value
 - 3.2 the tour or excursion is being organised in order to attend or participate in events (such as exhibitions, celebrations, sport meetings) which will be of educational value to the learners
 - 3.3 the arrangements for the transport, accommodation and supervision of the touring party make adequate provision for their safety and health
- 4. Schools cannot expect officials at the Department's Area Offices to arrange their accommodation and/or daily itineraries. It should be clearly understood that the relevant Circuit Manager can only be of assistance as a liaison official and cannot be held responsible for arrangements regarding accommodation, meals, transport, etc. at the visiting points or during the daily visiting programme.
- 5. The following arrangements must be made regarding the safety of learners who are on tour or on an excursion:
 - 5.1 Certain insurance companies offer insurance policies at reasonable premiums to cover injuries sustained by learners during school hours and/or as a result of participation in extra-mural activities. Principals must, in consultation with their governing bodies, arrange such cover themselves and the premiums will be payable by the parents of the learners.
 - 5.2 Should it be necessary to transport learners to participate in school activities, care must be taken that such learners are under proper supervision. As far as possible learners must be transported in officially registered vehicles which comply with the 1989 Road Transport Act (Act 29 of 1989), and the Road Transport Regulations published in Government Notice R910, dated 26 April 1990, as amended.
 - 5.3 Principals are advised to have the prescribed letter of consent completed by parents of learners when educational tours or excursions are planned.

6. Parents must be discouraged from taking learners on advanced or extended vacations during school hours. If parents insist on doing this, the WCED cannot be held responsible for school work lost in the process.
7. Schools must use their own funds for educational tours or excursions. The Department will not provide financial assistance to schools for this purpose.
8. The contents of this circular must be brought to the attention of all persons concerned.



HEAD: EDUCATION

DATE: 11.1.2020

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PROVINSIALE ADMINISTRASIE: WES-KAAP
Onderwysdepartement
PROVINCIAL ADMINISTRATION WESTERN CAPE
Education Department
ULAWULO LWEPHONDO LENTSHONA KOLONI
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OMSENBRIEF 0014/2000

AAN:

HOOFDIREKTEURE, DIREKTEURE, AREA- EN KRINGBESTUURERS EN PRINSIPALE VAN OPENBARE SKOLE (UITGESONDERD HOSPITAALSKOLE, GEVANGENISSKOLE EN PLEKKE VAN VEILIGHEID)

BENUTTING VAN SKOOLURE VIR SPORT- OF OPVOEDKUNDIGE TOERE OF EKSURSIES

1. Opvoedkundige toere of ekskursies vir leerders moet normaalweg gedurende die amptelike skoolvakansies onderneem word. Die Departement se arekantoor is egter bereid om in uitsonderlike gevalle goedkeuring te oorweeg dat toere of ekskursies gedurende skoolure mag plaasvind, mits daar goeie en grondige redes bestaan waarom sodanige toere of ekskursies nie gedurende 'n skoolvakansie onderneem kan word nie.
2. Die volgende prosedure moet gevolg word wanneer prinsipale om goedkeuring vir toere of ekskursies aansoek doen:
 - 2.1 OPVOEDKUNDIGE TOERE OF UITSTAPPIES WAT 'N ENKELE SKOOLDAG OF GEDEELTE VAN 'N SKOOLDAG IN BESLAG NEEM
 - 2.1.1 Alle aansoeke moet skriftelik by die betrokke Kringbestuurder ingedien word om hom/haar te bereik minstens EEN MAAND voor die aanvang van die voorgenome toer of ekskursie.
 - 2.1.2 Die volgende moet verstrek word:
 - (a) Die goedkeuring van die beheerliggaam en betrokke ouers vir die voorgenome toer of ekskursie.
 - (b) Die opvoedkundige program (nie die toerprogram nie). Die program moet aandui hoe die besoeke geïntegreer gaan word met die kurrikulum.

MELD ASSEBLIEF VERWYSINGSNOMMERS IN ALLE KORRESPONDENSIE. / PLEASE QUOTE REFERENCE NUMBERS IN ALL CORRESPONDENCE.

2.1.3 Alle leerders van 'n vakgroep, klas, graad, ensovoorts moet die uitstappie meemaak omdat dit beskou word as deel van die verpligte onderrigprogram ('n verlenging van die klaskamer).

2.1.4 Leerders moet vergesel word van die betrokke vak- of klasopvoeder wat normaalweg die onderrig hanteer. Die aantal opvoeders wat die groep vergesel, moet min of meer in verhouding wees met die klasgrootte.

2.2 MEERDAAGSE OPVOEDKUNDIGE TOERE GEDURENDE SKOOLURE

'n Aansoek om 'n meerdaagse toer gedurende skoolure te onderneem, **MOET** deur die betrokke Areabestuurder goedgekeur word. Sodanige aansoek moet minstens DRIE MAANDE voor die aanvang van die voorgename toer ingedien word. Die volgende dokumentasie moet saam met die aansoek ingedien word:

2.2.1 'n Duidelike uiteensetting van die redes waarom die voorgestelde toer nie gedurende 'n skoolvakansie onderneem kan word nie.

2.2.2 Bevestiging dat die voorgename toer die goedkeuring van die Beheerliggaam en ouers wegdra.

2.2.3 Watter reëlins getref word om te verseker dat die leerders en opvoeders wat nie die toergroep, om welke rede ook al, vergesel nie met hulle gewone werksaamhede sal voortgaan.

2.2.4 'n Opvoedkundige program wat aandui hoe die besoeke geïntegreer gaan word met die kurrikulum (deur middel van werkkaarte, opdragte, vraelyste ens.).

2.2.5 'n Voorgestelde toerprogram met vermelding van die roete, plekke wat besoek sal word, datum van vertrek en duur van toer.

2.2.6 Getal en geslag van leerders wat die toer of ekskursie sal meemaak.

2.2.7 Getal en geslag van toesighoudende opvoeders wat die toergroep sal vergesel.

2.2.8 Reëlins vir vervoer.

2.2.9 Reëlins vir verblyf.

2.3 SPORTTOERE

Wanneer leerders (individue of kleiner groepe) tydens skoolure 'n toer moet onderneem of aan 'n kompetisie moet deelneem as gevolg van hulle insluiting in sportspanne of -groepe wat op streeks-, provinsiale of nasionale vlak meeding, moet skole

2.3.1 die Kringbestuurder, beheerliggaam en betrokke ouers in kennis stel

2.3.2 leerders akkommodeer

2.3.3 leerders help om verlore werk (self) in te haal

2.3.4 oordeel of hul deelname aan die sportgeleentheid belangriker is as die skoolprogram op daardie tydstop.

2.4 TOERE OF EKSKURSIES BUIE SKOOLURE

Aansoeke om opvoedkundige toere of ekskursies buite skoolure gedurende skoolkwartale te onderneem, moet deur die Departement se Areabestuurder in oorleg met die betrokke Kringbestuurder goedgekeur word, terwyl toere of ekskursies wat vir skoolvakansies of naweke gereël word, die verantwoordelikheid van die skool is. Die beheerliggaam moet kennis neem van laasgenoemde reëlins.

3. By oorweging van aansoeke om goedkeuring van voorgestelde toere of ekskursies, moet die Areabestuurder onder andere in aanmerking neem of

3.1 die toerprogram besoeke aan plekke, geboue, monumente en natuurverskynsels van historiese en/of kulturele waarde insluit

3.2 die toer of ekskursie onderneem word vir die bywoning van of deelname aan gebeurtenisse (soos tentoonstellings, feesvierings, sportwedstryde) wat vir die leerders van opvoedkundige waarde sal wees

3.3 daar met die reëlins vir die toergroep se vervoer, huisvesting en toesig voldoende voorsorg getref is vir hulle veiligheid en gesondheid.

4. Skole kan nie verwag dat die amptenare verbonde aan die Departement se Areakantore vir hulle verblyf en/of daaglikse besoekprogramme moet reël nie. Dit moet duidelik verstaan word dat die betrokke Kringbestuurder slegs as 'n skakelpersoon behulpzaam kan wees en nie verantwoordelikheid kan aanvaar vir reëlins in verband met akkommodasie, etes, vervoer, ens. by die besoekepunte of tydens die daaglikse besoekprogram nie.

5. Die volgende reëlins moet getref word ten opsigte van die veiligheid van die leerders wat 'n toer of ekskursie meemaak:

5.1 Sekere assuransiemaatskappye stel versekeringspolisse teen billike premies beskikbaar om uitgawes te dek aan beserings wat leerders tydens skoolure en/of as gevolg van deelname aan buitemuurse aktiwiteite opdoen. Prinsipale moet in oorleg met hul beheerliggame self sodanige dekking reël en die premies sal deur die ouers van leerders betaalbaar wees.



- 5.2 Indien dit nodig is dat leerders vervoer moet word om aan skoolaktiwiteite deel te neem, moet sorg gedra word dat sodanige leerders onder deeglike toesig is. Daar moet so ver moontlik gereël word dat leerders met amptelik geregistreeerde voertuie vervoer word wat voldoen aan die Padverkeerwet, 1989 (Wet 29 van 1989), en die Padverkeerregulasies gepubliseer onder Goewermentskennisgewing R910, gedateer 26 April 1990 soos gewysig.
- 5.3 Dit is raadsaam dat prinsipale die voorgeskrewe toestemmingsbrief deur leerders se ouers laat voltooi wanneer opvoedkundige toere of ekskursies beplan word.
6. Ouers moet ontmoedig word om leerders tydens skoolure op vervroegde of verlengde vakansies te neem. Indien ouers steeds daarop aandring, kan die WKOD nie verantwoordelik gehou word vir skoolwerk wat die leerder(s) verloor nie.
7. Skole moet hul eie fondse aanwend vir opvoedkundige toere of ekskursie. Geen finansiële hulp sal deur die Departement aan skole vir hierdie doel verleen word nie.
8. Die inhoud van hierdie omsendbrief moet onder die aandag van alle belanghebbendes gebring word.



HOOF: ONDERWYS

DATUM: 11.1.2000