



SUNLANDS PRIMARY SCHOOL

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EXTRA CURRICULAR AND OUTINGS POLICY

EDUCATIONAL EXCURSIONS

Educational excursions linked to the curriculum forms an integral part of the school programme. These excursions offer learners opportunities to come into direct contact with the things that they learn about in the classroom. We believe that these experiences enhance learning.

All Educational Excursions are subject to the following:

1. It must be linked to the curriculum. This link must be clearly described in the application.
2. There must be follow up in the classroom.
3. Application must be made **ONE** term in advance in writing on the forms provided. Incomplete applications will not be accepted.
4. Excursions are limited to **TWO** per term.
5. Parents must be notified at the beginning of the term and a written reminder must be sent home two weeks prior to the excursion.
6. Parents must give written permission for their children to go on the excursion.
7. The adult child ratio **MUST NOT** exceed 10:1. Adult supervision must be sourced from the parent body of the school.
8. For your own peace of mind and safety of all concerned, learners who have ABC-ratings below 3 must be accompanied by an adult.
9. Reputable Transport Companies (Check the list in the Admin Office) must be used to transport learners and the following precautions must be taken:
 - 9.1 Copies of the following documents must be in our possession **BEFORE** you leave: licence of vehicle (including roadworthy certificate), Drivers' PDP's and licences.
 - 9.2 Walk around the bus, checking tyres, brake lights, etc. Look inside the bus. If there is anything that you find unacceptable, ask for another vehicle or postpone the outing.
10. You should have the school cell phone or your personal cell phone with you on the excursion in case of an emergency.
11. In case of a crisis follow the Crisis Management Procedure as set out in your Teachers' Manual.

TOURS/CAMPS

Sunlands only has a tradition of having a Grade 7 Tour or Camp. This activity is usually arranged by the teachers concerned, in collaboration with the Grade 7 parents and the Governing Body of the School.

Application for such a tour/camp must be made ONE YEAR in advance and parents must be informed at the start of the academic year.

The same process as for the shorter excursions must be followed but more detail will be required:

- Regular meetings with parents
- Detailed printed programme
- List of Requirements
- Drop off and collection arrangements
- Payment plan for learners

