

School Policies



HOUT BAY
INTERNATIONAL SCHOOL
SOUTH AFRICA

Student

Policy no: 1

Date: January 2008

Last Updated: January 2011

Primary School Outing Policy

Rationale:

The International School of Hout Bay (ISHB) supports the active involvement of staff in organizing trips/outings/activities for the pupils, viewing this as an enriching part of the school experience. The following information is provided to assist the staff in the planning and conduct of such activities and to ensure that such activities meet the necessary requirements of health, safety and welfare for all involved, including the requirements of the accounts department.

Purposes:

- To support and enhance class based work
- To broaden the experience of the children
- To provide the children with the opportunity to take part in activities which would be impractical to provide on the school site
- To provide stimulating and enjoyable experiences
- To encourage children to integrate with others and make social contacts
- To use the outdoors as an extension of classroom activities

Safety and Staffing:

- Due to the height of the seatbelts on the bus EY1 children are to be transported by parents
- Always fill in an educational visit form to inform the Head of School and accounts department
- A First Aid kit and mobile telephone should be taken on all out of school activities
- For Primary children a ratio of one adult to ten children is advised for most trips and visits. A ratio of one adult to six children is preferred for Early Year 2 children and a ratio of one adult to four children is preferred for Early Year 1
- Use only approved coach companies that have met the health and safety requirements, as set out by the school.
- All children to wear seatbelts when being transported
- If using the school bus – there should always be another adult, apart from the driver, on the bus.
- No child may be transported without the written permission of their parent or guardian.
- Teachers are not to transport children in their own vehicles on outings.

Walking groups of children to and from a venue:

- Children should walk in pairs on the pavement and at the rear of the smallest child
- The children should walk as a group
- There should be a member of staff walking at the rear, middle and front of the group
- On crossing the road, the traffic should first be stopped by the leader and rear member of staff before the children cross on mass.

- If parents are walking with their children, they should walk as part of the group and the route to be taken should be made clear to all the adults involved.
- Teachers to wear a “safety” vest when walking groups of children to and from venues.

Parents assisting with transportation

- All children must be transported wearing a seatbelt
- A list of the children travelling and the parents transporting them should be left at the office with contact numbers for the parents. The Teacher should also keep a copy of this on the outing.
- Lifting parents should be spoken to confirm their assistance in transporting children and be supplied with a clear map the day before the outing. It should also be made clear what the expectations are of the parents attending and helping to facilitate the outing.
- No mobile telephones should be used while driving/transporting children and the speed limit should be adhered to at all times.

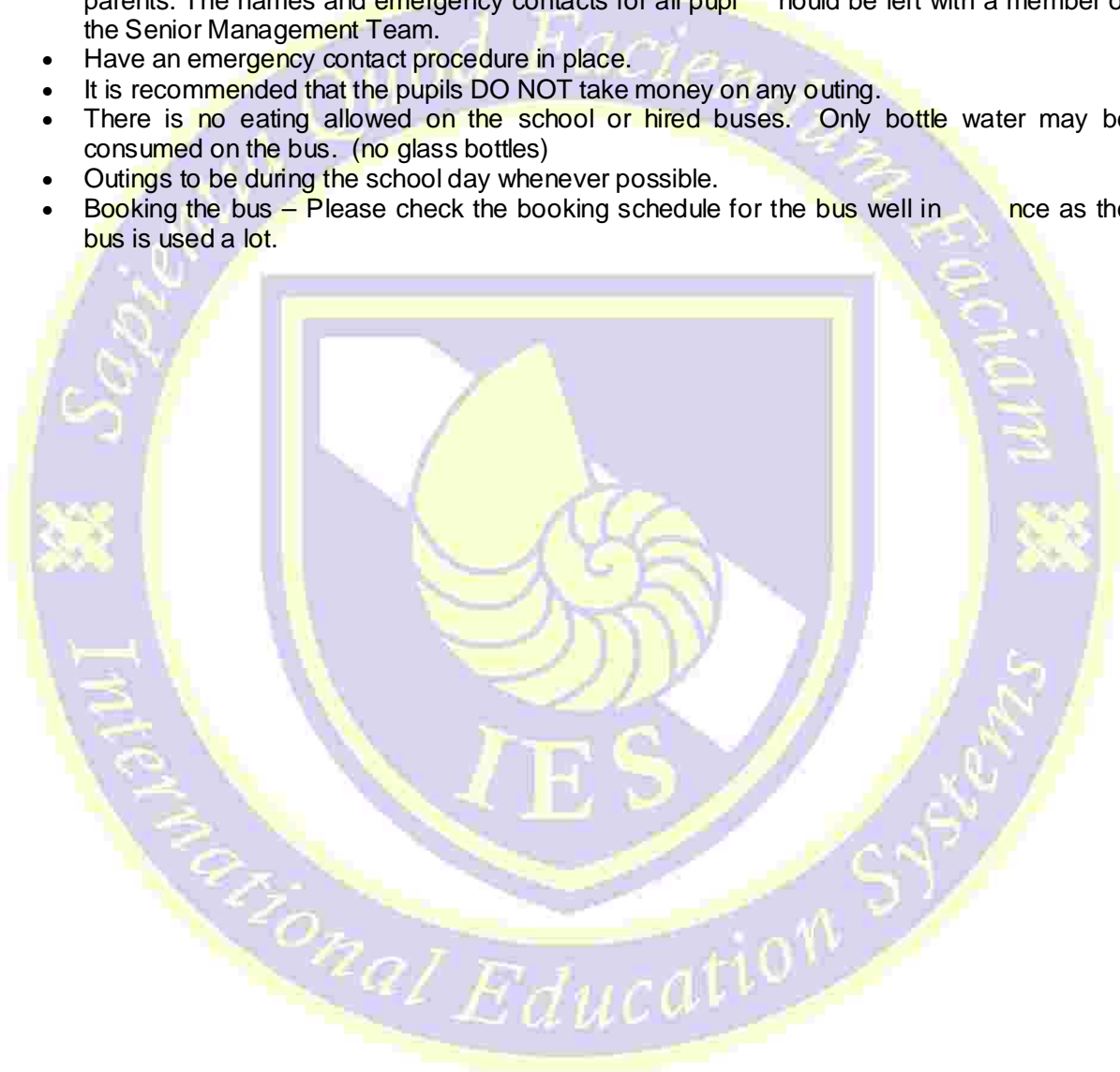
Finance

- The teacher should apply for the required finance at least 2 weeks before the outing using the appropriate form in order for accounts to facilitate the payment required
- Should the outing planned not be part of the pre-approved budget then accounts are required to receive the costing and budget for the trip or outing 6 weeks prior to the event. Reply slips from parents giving permission for billing should be in 4 weeks prior to the trip and the organiser needs to check 2 days before that all have paid the required amount. No child will be allowed on a trip if the payment has not been made.
- Accounts require a list of the children's names to be billed well in advance should the cost of the outing not be part of the budgeted amount for the year.
- Outings that are arranged at short notice due to unavoidable circumstances should be well researched in order to arrange the correct amount of seats etc booked to avoid waste. Research should include the appropriateness of the outing, the number of students definitely involved and the transport requirements and cost
- Staff must correctly calculate the cost of excursions and charge the parents accordingly. These costs and charges need to be approved by the Finance Department before any communication with the parents.
- Staff members should note that there is a required 20% mark up on any charges for the outing to cover the cost of administration

Guidelines

- Do risk assessment
- Obtain permission from the Head teacher – A copy of the planning form should be signed and kept on record
- School visits should have an educational purpose, and should be linked with curriculum work
- Wherever possible staff should make a ‘pre-visit’ visit in order to check facilities and arrangements and to assist in effective planning – should there be any cost involved in the ‘pre-visit’, this should be added to the calculation of the cost per child.
- The venues chosen should be appropriate for the age, ability and experience of the children concerned
- A letter must be sent to parents giving information, costs and advice about arrangements etc at least 2 weeks before the event. Always make the estimated time of arrival back at school clear to parents and remind them that they are responsible for meeting their children at school if the time is different from normal school finishing time.
- A return slip must be completed by the parents, giving permission for their children to take part in the trip – attached example

- Children should wear their school uniform on all educational trips as it aids identity and helps discipline. However, exceptions can be made when the nature of the visit demands more appropriate clothing i.e. the school sports kit or tracksuit
- If the visit takes pupils out of school over the lunchtime, the children are encouraged to take a packed lunch in disposable containers that are clearly labeled with the child's name.
- Any member of staff who is in any doubt as to the suitability of taking a particular child for any reason should consult with the Head teacher
- A check should be made regarding children's allergies e.g. to penicillin or to stings, and a note made of relevant steps to be taken. Medication needed by individual children should be handed to the teacher on departure
- For residential visits (Camps) a programme should be left in school as well as given to the parents. The names and emergency contacts for all pupils should be left with a member of the Senior Management Team.
- Have an emergency contact procedure in place.
- It is recommended that the pupils DO NOT take money on any outing.
- There is no eating allowed on the school or hired buses. Only bottled water may be consumed on the bus. (no glass bottles)
- Outings to be during the school day whenever possible.
- Booking the bus – Please check the booking schedule for the bus well in advance as the bus is used a lot.



International School of Hout Bay

EDUCATIONAL OUTING PLANNING FORM

Year group: _____

Teacher responsible: _____

Date of outing: _____

Destination: _____

Motivation: _____

Cost per child: _____

Total cost: _____

Date of payment and special details for payment, if any:

Pre-visit date: _____

Transport arrangements: _____

Information letter attached YES/NO

Head Teacher: _____

This form should be completed on planning the outing and a copy should go to the Head Teacher and accounts department at least 2 weeks before the event if a pre-budgeted outing or 6 weeks if the parents are required to pay for it.

REPLY SLIP (Example of wording)

State destination – date – year group – teacher responsible for outing

I _____ hereby give permission for my child _____ to attend the outing to _____ on _____. He/she may be transported in the school bus or in private transport, wearing a seat belt.

I am able/unable to help transport the children to and from the venue.

I can lift _____ children, including my child, wearing a seatbelt. I will not use my cell phone while driving.

I have enclosed proof of payment or a cheque in a clearly labeled enveloped.

Signature: _____ Contact no: _____