

THEODOR HERZL SCHOOL

OUTINGS/ EXCURSIONS/ CAMPS/ TOURS POLICY

It is the policy of the Theodor Herzl Schools to make the pupils time at school as interesting and educational as possible. Many outings, excursions, camps and/or tours are organised by staff members over the academic year. These include visits to museums, businesses, overnight stays, sports tours and many more.

The organisation of the above will be dependent on the nature of the visit.

Any outing/excursion/camp and/or tour, which is longer than a day, will require authorisation from the Executive Principal

PROCEDURE

1. Informal discussion with the principals for preliminary approval subject to finalisation.
2. Completion of the relevant order(s) to be signed by the Executive Principal and the Bursar.
3. Raising of the relevant notice to the parents.
4. How much to charge per child? Accommodation, transport, food, day outings etc. to be worked out and divided among the children.
5. Transport? Only outsourced transport is to be used for overnight camps away from home. No school vehicle to be used to transport children to any camp outside Port Elizabeth without the authorisation from the Executive Principal.
6. For day outings - the school vehicle (7 seater Toyota Avanza and 14 seater Quantum) is available for the use of the staff with a valid PDP licence. If the school vehicle is not available then the school will, after authorization, reimburse for the use of own vehicle. Bookings for the school vehicle must be made well in advance. The school will not pay for the use of a private vehicle if the school vehicle is available.
7. Please note that any off site activity needs to be accompanied by the necessary indemnity forms. This is intended for everyone's protection. Please inform the Executive Principal in advance of your activity of your intention and please remember to inform the secretary of your departure.
8. Informal coffee dates must be arranged after school.