Appendix 1: Tour Template

Details of School Tour

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School** | **Address** | | **Roll No.** |
|  |  | |  |
| **Tour Dates** | | | |
| **From** | **To** | | **Number of School Days** |
| **/ /** | **/ /** | |  |
| **Brief Outline of Tour** | | | |
| **Number of Students Participating** | | **Total number of students in relevant grade** | |
|  | |  | |
| **If some students are not participating, outline the reasons why** | | | |
| **Expected benefit to accrue from the tour** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Why is the tour deemed to be necessary** | | | | |
| **Adults accompanying the students** | | | | |
| **Class Teacher** | **Number of other teachers** | | **Number of other adults** | |
|  |  | |  | |
| **Confirmations** | | | | |
| **That appropriate arrangements are made in accordance with Circular PPT 01/03 for those classes whose teachers are absent with the tour** | | **Yes:** | | **No:** |
| **That adequate insurance is in place to cover all risks while on tour** | | **Yes:** | | **No:** |
| **That parental permission has been secured for each student who is to participate on the tour.** | | **Yes:** | | **No:** |

Signature of Principal: Date: