

Appendix 1: Tour Template

Details of School Tour		
Name of School	Address	Roll No.
Tour Dates		
From	To	Number of School Days
<div style="display: flex; justify-content: center; align-items: center; gap: 5px;"> <div style="border-bottom: 1px solid black; width: 40px;"></div> <div style="font-size: 0.8em;">/</div> <div style="border-bottom: 1px solid black; width: 40px;"></div> <div style="font-size: 0.8em;">/</div> <div style="border-bottom: 1px solid black; width: 40px;"></div> </div>	<div style="display: flex; justify-content: center; align-items: center; gap: 5px;"> <div style="border-bottom: 1px solid black; width: 40px;"></div> <div style="font-size: 0.8em;">/</div> <div style="border-bottom: 1px solid black; width: 40px;"></div> <div style="font-size: 0.8em;">/</div> <div style="border-bottom: 1px solid black; width: 40px;"></div> </div>	
<p style="text-align: center; margin-top: 0;">Brief Outline of Tour</p>		
Number of Students Participating	Total number of students in relevant grade	
<p style="text-align: center; margin-top: 0;">If some students are not participating, outline the reasons why</p>		
<p style="text-align: center; margin-top: 0;">Expected benefit to accrue from the tour</p>		

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: