

	<h2 style="margin: 0;">EASTERN CAPE DEPARTMENT OF EDUCATION</h2> <h3 style="margin: 0;">SCHOOL TOURS AND EXCURSIONS</h3> <p style="margin: 0;">NAME OF SCHOOL _____</p>
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1. SCHOOL TOURS													
We request permission to undertake a school tour.													
Duration	Y	Y	M	M	D	D	-	Y	Y	M	M	D	D
Please attach a motivation for undertaking the tour and itinerary.													
Number of Learners	MALE		FEMALE										
Number of supervisory staff	MALE		FEMALE										
Arrangements for transport													
Arrangements for accommodation													

2. EDUCATIONAL EXCURSIONS				
We request permission to undertake an Educational Excursion. (Attach itinerary)				
CLASS GROUPS	PURPOSE	DATE	No. OF LEARNERS	No. OF STAFF

<p style="text-align: center; margin: 0;">PRINCIPAL</p> <p style="text-align: center; margin: 0;">NAME _____</p> <p style="text-align: center; margin: 0;">SIGNATURE _____</p> <p style="text-align: center; margin: 0;">DATE _____</p>	<p style="text-align: center; margin: 0;">CHAIRPERSON : SGB</p>
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FOR OFFICIAL USE:

Recommended / Not recommended	
_____	_____
EDUCATION DEVELOPMENT OFFICER	DATE

Approved / Not approved	
_____	_____
DISTRICT DIRECTOR	DATE