



Guidelines for self-organised, school-based visits abroad

1. Our school supports and promotes study visits abroad by our learners, especially in Germany.
The application should contain information about the date, duration, location, school, contact person and motivation for the visit.
2. The visit abroad should take place during our school holidays if possible.
3. The application for leave of absence for a study visit abroad should be made timeously via the class teacher to school management.
4. The following documents from the host school must be submitted to the DSJ after the school attendance:
 - A short report about the learner's behaviour
 - If applicable, a list of the individual marks achieved
 - School attendance certificate
5. The learner is responsible for catching up on missed school work.
6. The DSJ will use its pedagogical discretion to grant a grace / catch-up period until the marks / performance assessments (verbal or written) are due.
As a rule, this period comprises 7 days for up to three missed school weeks and 14 days for a longer exchange visit.
7. Marks achieved at the host school are not included in the marks at the DSJ.

Johannesburg, July 2019

Signed: Bachmeier
Principal