



PROCEDURE 1.1.8

EDUCATION OUTSIDE THE CLASSROOM PROCEDURE

RATIONALE:

Children learn by enjoying experiences appropriate to their needs and environment. Varied experiences are necessary for maximum development, and all learners should be given opportunities to explore the world outside the classroom.

PURPOSES:

EOTC programmes in this school will be designed to:

- Enhance learning, through a variety of well designed, first hand experiences.
- Increase learners' knowledge, understanding and appreciation of the school area and local district, as well as areas beyond the school community that differ both physically and culturally.
- Develop learners' skills in observation, recording, reporting and organisation.
- Help learners develop self-confidence, a sense of adventure and a positive attitude toward challenges.
- Assist learners in their social development by placing them with others in unfamiliar situations.
- Help learners develop an attitude of responsibility, particularly towards their own safety and that of others.
- Meet the local curriculum goals in our Strategic Plan.

GUIDELINES:

Our school will endeavour to:

- Use EOTC to enhance learning in a variety of curriculum areas.
- Utilise the resources of the school community and environs.
- Generally limit excursions for younger children (New Entrants to Year 4) to the school or local district and to duration of one day.
- Generally offer Year 7 to Year 8 children a camp experience of up to four night's duration, at a Marae or an approved camp area. Special consideration will be given to other year levels when suitable.
- Involve parents, caregivers and the community at all stages of planning, preparation, the outing itself and evaluation.
- Provide alternative learning situations for children unable to participate in all activities.
- Follow Ministry of Education regulations and guidelines on safety, supervision, risk management, leadership and legal requirements.
- Within budgets constraints and balanced against other needs, provide training for staff involved in EOTC.

CONCLUSION:

This school is committed to providing EOTC for all children, in various curriculum areas.

GUIDELINES FOR TRIPS:

For all trips

1. Trips should be related to school programmes.
2. Financial and time constraints of parents will be a factor in determining the location and duration of trips.
3. Parents will be informed in writing of any trip other than local walking excursions. It is the teacher's responsibility to inform accompanying parents of the trip criteria. (eg rules, health requirements, objectives and goals) prior to the excursion.
4. Adults accompanying school trips will be expected to take responsibility for the children in their care for the full duration of that trip and to follow the criteria set for that specific trip.
5. Children are expected to uphold the school values at all times, and:
 - A) Stay with adult responsible for their group unless told otherwise, and
 - B) Remain courteous at all times, observe road rules and move about in an orderly fashion.

Teachers (in consultation with the Principal) have the discretion to not take any child(ren) on trips if they have real concerns about behaviour.

6. Adequate First Aid equipment must be taken on school trips. The teacher or delegated adult will be responsible for this and any use of the equipment during the trip should be recorded in the accident logbook (kept in the Medical Room) upon return to school. (See Accident Procedure). For day trips it is preferable that at least one accompanying adult has current First Aid knowledge; for overnight and longer trips it is essential.
7. Parents are responsible for providing medication and full information on their child's illness, treatment and medical history, prior to trip. For camps, this is to be on the permission slip.
8. Children's safety will be a priority:
 - A) If vehicles are used, all children must wear a seatbelt for any trip, except if an approved bus is used.
 - B) The recommended minimum ratio is one (1) adult for every eight (8) Years 4-8 children for day trips or one (1) adult for every (6) Y1-Y3 children. The recommended minimum ratio is one (1) adult for every five (5) children for overnight or longer trips and camps. The Principal has the discretion to allow/require ratios different from these above if the circumstances warrants. Parents and caregivers will be given priority over other interested parties to accompany children.
9. Parents/caregivers providing transport will be asked to sign a declaration that the vehicle is registered with a current warrant of fitness, has a seat belt per child to be carried and that they hold a current driver's license. Children up to their 7th birthday must be correctly secure in an approved child restraint as required under law. Children from their 7th birthday until their 8th birthday must be correctly secure in an approved child restraint if one is available in a vehicle (and if not, in any child restraint or safety belt that is available).

For day trips

10. Local trips, those within walking distance, will be covered by a permission slip signed on enrolment or at the beginning of a year. While the Principal has the discretion to approve his/her staff planned day trips, every effort is to be made to inform the Board Chairperson of the intentions.
11. Written proposals for class trips including a Risk Analysis Management System form must be presented to the Principal at least 2 weeks in advance.

For camps (overnight or longer trips)

12. Camps are a feature of the senior class programme, and the junior/middle classes may also undertake 1 or 2 night excursions in local situations.
13. Written proposals including a Risk Analysis Management System form must be presented to the Principal 2 months in advance for overnight or extended camps, proposals must include an alternative wet weather programme. Principal to advise the B.O.T. of any camps to which he/she has given approval and to present a copy of the programme to them prior to the camp.
14. Parental consent, accepting venue, programme and cost is essential before detailed planning is undertaken. It is appreciated that some children may not be permitted to attend.
15. Before the camp commences, parents are to be given the opportunity to meet the teacher/s to discuss camp details.
16. Ratios of adults to children may be met by inviting eg aunts, grandparents, and friends of the school. Thought must be given to getting an appropriate ratio of male to female helpers.
17. Clothing and equipment checks, appropriate to the trip requirements, must be made before departure for camp and again before leaving on excursions away from base camp. Any child without suitable gear is to be left behind under adequate supervision.
18. No alcohol, smoking or vaping is allowed on school camps.
19. Teachers should be familiar with the venue of the camp and have completed the necessary requirements regarding orientation.