

## POLICY

### EDUCATION OUTSIDE THE CLASSROOM

#### RATIONALE

Visits and education outside the school are necessary to expand all children's opportunities for academic, physical, social and emotional growth

#### PURPOSES

- To provide learners with relevant and enjoyable experiences which enrich and link all learning areas.
- To promote appreciation of our heritages - local, national and global.
- To increase awareness and understandings of the traditions and values of their own, the tangata whenua and other cultural groups.
- To increase understanding of different perspectives on land, natural resources and the environment, and of the need for conservation management.
- To provide opportunities for enjoyment, adventure and challenge, both close to home and further away
- To develop the skills needed to move with confidence and safety in urban, rural and wilderness areas.
- To help learners develop respect for themselves and others by providing them with opportunities for personal and social development.
- To enable learners to take increased responsibility for their own development, and to regard education as enjoyable, continuous and lifelong.
- To promote equity by providing all learners with opportunities to develop in many diverse ways

#### GUIDELINES

This school will:

- Have a set of educational objectives for Education Outside the Classroom
- Begin by utilising the resources of the school community and environs and provide opportunities for the community to participate in the education of the children through sharing knowledge and experience.
- Generally limit excursions for younger children (New Entrants to Standard 2) to the school or local district and to a duration of one day.
- Generally offer Standard 3 to Form 2 children an outdoor experience, of up to four nights duration, at an approved site.
- Ensure adequately trained staff are involved in Education Outside the Classroom and on going support is made available for staff to attend workshops, seminars, courses and training and familiarisation visits
- That the Principal is responsible for ensuring outlines of procedural guidelines are in place.

#### CONCLUSION

School trips and visits will lead to children developing a greater appreciation of their own community and will contribute to their intellectual, physical, social and emotional growth.

Formulated: August 1996 by B Duckworth and J Walley

Approved: September 1996

Review Date: September 1998

# **1. PROCEDURAL GUIDELINES FOR STAFF**

## **PLANNING:**

- a) Thorough planning is essential to gain full benefit
- b) Each visit must be planned as part of the school / class educational programme
- c) A definite educational objective related to the curriculum must be established for the activities involved
- d) All proposals must be presented to the Principal before parents and children are approached
- e) The Principal has overall responsibility for all class trips

## **ELIGIBILITY:**

- a) First priority should be given to utilising resources in the school's local area.
- b) An outline of the proposed programme must be submitted with the preliminary application . Refer P47-50. Checklist for a Well Planned Trip

# **2. SAFETY**

- i. The safety of pupils is paramount
- ii. The principal needs to be satisfied that the teacher(s) in charge of any trip is familiar with the areas being visited and is competent to deal with emergencies and provides risk management planning
- iii. On all educational visits the adult / pupil ratio should be a minimum of one adult to seven pupils, but may be increased in line with safety requirements. This is to be maintained throughout the visit. For overnight camps, the ratio must be 1:6 and day trip activities involving water activities must have a ratio of 1:4.
- iv. Parents providing transport are to transport only the number of pupils that the vehicle has seat belts for and are to ensure these are used. All vehicles must be registered and have a current Warrant of Fitness
- v. Parents accompanying any activity are to recognise that the leadership and responsibility rests with the teacher in charge
- vi. Yachting, canoeing, and abseiling will be permitted only under the following conditions:
  - Canoeing and yachting to be carried out in sheltered water
  - The group must be taken by a competent instructor
  - The venue must be approved by the Board
  - The equipment used must be in excellent condition and the Board informed of its ownership
  - For canoeing, rafting and yachting; the Principal must ensure that life jackets are available and worn by all persons at all times. If not available for hire with hired canoes or jackets, etc, the Principal must ensure that each participant is provided with an approved life jacket. All life jackets should be tested at regular intervals by the water safety council and confirmed as being of a safe standard
  - A safety observer and means of rescue should be present during all water borne activities. Approval for these will be given only when the Board is satisfied that the activity can be carried out in safe conditions considering equipment, ratio, venue and presence of rescue facilities.

# **3. APPROVAL**

- a) All proposals must be presented to the Principal and for Board approval.
- b) Day Trips require approval from the principal and completion of appropriate application forms.
- c) Overnight Ventures require written approval of:
  - i. the Board of Trustees
  - ii. parents of pupils involved
- d) Submission of the 'Application for Approval of an Educational Visit' for all overnight stays and day trips where there is an element of risk, is required to be completed and lodged at a Board meeting a month before the trip. Approval of each venture will be sent in writing to the Principal
- e) For all trips, written parental consent is required

### CONSULTATION WITH PARENTS

The earliest consultation should be with all parents of children involved, especially when their participation / contribution is necessary:

- a) to pay towards pupil costs. The Principal must ensure costs are kept to a level acceptable to all parents.
- b) to help with fund raising towards total costs.
- c) to provide adult supervisors.
- d) to establish arrangements for children not attending

Before a camp commences all parents are to be given the opportunity to meet with the teacher(s) to discuss camp details and arrangements. Staff are asked to keep parents well informed

### REFERENCES

Anywhere Everywhere. EOTC Guidelines

Camp Craft. Government Printer Booklet.

EOTC Guidelines for Good Practice MOE 1995

BOMBAY SCHOOL

APPLICATION FOR APPROVAL OF EDUCATIONAL VISIT

SCHOOL CAMPS - OVERNIGHT STAYS

Date of Visit: \_\_\_\_\_

Locality: \_\_\_\_\_ Name of Camp: \_\_\_\_\_

Classes Involved: \_\_\_\_\_

Number of Boys: \_\_\_\_\_ Type of Accommodation: \_\_\_\_\_

Number of Girls: \_\_\_\_\_

Total: \_\_\_\_\_

Names of Teachers Accompanying \_\_\_\_\_ Names of Parents Accompanying \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Adult / Pupil Ratio: \_\_\_\_\_ (Minimum - 1 adult to 6 pupils, but always in line with safety requirements)

Objectives of the Trip (Should be closely related to curricula requirements):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Transport Arrangements

Bus \_\_\_\_\_ Car \_\_\_\_\_ Hike \_\_\_\_\_ Other \_\_\_\_\_.

Number of Pupils Remaining - Reasons and Arrangements for these:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Costing Section - (For Accounts)

Camp Venue: \_\_\_\_\_ Class: \_\_\_\_\_

Total Cost of Trip: \$ \_\_\_\_\_ Transport: \$ \_\_\_\_\_ Accommodation: \$ \_\_\_\_\_

Method of Funding: \_\_\_\_\_

Nett Cost: Per Pupil: \$ \_\_\_\_\_ Per Teacher: \$ \_\_\_\_\_ Per Parent: \$ \_\_\_\_\_

Any Extra Cost to Pupils: \$ \_\_\_\_\_

Principal's Recommendation: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ . Principal: \_\_\_\_\_

PLEASE NOTE: A minimum of 8 days notice is required for this form to allow adequate time for consideration of the application and formal notification to parents through the Newsletter.

BOMBAY SCHOOL - APPLICATION FOR APPROVAL - DAY TRIP

Proposed Trip: \_\_\_\_\_

Class: \_\_\_\_\_ Teacher: \_\_\_\_\_ Date: \_\_\_\_\_ Venue: \_\_\_\_\_

Objectives / Planned Outcomes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outline of Trip's Content (Programme): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Transport Arrangements - Time Frame: \_\_\_\_\_ Cost per Pupil: \$ \_\_\_\_\_  
Departure: \_\_\_\_\_ Adult / Pupil Ratio: \_\_\_\_\_  
Arrival: . \_\_\_\_\_

Planned Follow Up: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal's Recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

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Costing Section - (For Accounts)

Venue: \_\_\_\_\_ Class: \_\_\_\_\_

Total Cost of Trip: \$. \_\_\_\_\_ Transport: \$ \_\_\_\_\_

Method of Funding: \_\_\_\_\_  
\_\_\_\_\_

Nett Cost: Per Pupil: \$ \_\_\_\_\_ . Per Teacher: \$ \_\_\_\_\_ . Per Parent: \$ \_\_\_\_\_

Any Extra Cost to Pupils: \$ \_\_\_\_\_

Principal's Recommendation: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ . Principal: \_\_\_\_\_