

EDUCATION OUTSIDE THE CLASSROOM



RATIONALE

Children learn by safely experiencing and enjoying their environment. These experiences should be appropriate to their needs and prior experience. Children should have the opportunity to explore the world safely outside the classroom. Our pupils have access to mountains, rivers, forests, hot pools, bush, ski fields etc. These areas are part of their playground so they need to know how to be safe.

The whole school community believe in using Environmental Education and a variety of experiences to enhance the learning of the pupils here at Allandale School. This is to be encouraged. Students and staff shall have a healthy and safe physical and emotional learning environment.

GOALS

- To learn to work together in different situations to create a positive team environment
- To enhance learning through a variety of well-designed, first-hand experiences.
- To increase knowledge, understanding and appreciation Whakatāne and the surrounding region.
- To increase knowledge, understanding and appreciation of areas that may differ in nature and environment to our own.
- To further the skills of observation, recording, reporting and organisation.
- To assist and develop confidence, a sense of adventure, and an attitude of responsibility – particularly towards the safety of themselves and others.
- To assist students' sound development through living with others in situations different from their everyday lives.
- To organise EOTC events that are inclusive (physically, financially, and socially) for all students.

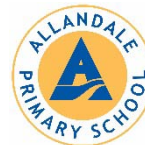
GUIDELINES

The school has clear procedures to follow when planning events that constitute a risk to students. These are documented in the Allandale School EOTC Guidelines. These are to be followed. Failure to do so will result in the suspension or cancellation of the event.

It is expected that families will contribute financially to the cost of these activities. Staff are not expected to be the fundraisers – this is a community responsibility.

Reviewed September 2017.

EDUCATION OUTSIDE THE CLASSROOM PROCEDURE



RATIONALE

The prime objective is to ensure that the students of Allandale School are involved in a variety of suitable experiences outside the classroom to enhance their awareness of the world around them and to give them the opportunity to develop further their environmental, social and physical skills. Educational activities off the grounds of the school may include short visits, day trips and overnight stays or organised camps.

All activities will have an identified educational theme and be properly incorporated into the class curriculum. Every endeavour will be made to ensure that, during a child's education at Allandale School, a wide variety of experiences are available to our students.

SOCIAL INTERACTION is an important dimension of any EOTC programme and should be considered during the teacher/team planning strategies.

Every experience outside the classroom is to take into account teacher strengths, the resources and skills of the children and of their parents/caregivers/whānau.

Other than for brief excursions, all activities must receive appropriate parents/caregivers/whānau support.

Overnight trips off campus will not proceed without written approval from parents/ caregivers/whānau and will take into account those with religious restrictions or physical disabilities.

PROCEDURE

EOTC events are graded dependent on the risk involved. The greater the risk, the more formal the application will be. Events are graded from 1 to 3.

Please remember, that the Board only meets twice each Term (Week 3 and Week 8) so Grade 3 events will require advanced preparation in order to be approved. Ensure that event approval is granted by both your Team Leader and the Principal before presenting it to the Board.

As with all school communications, anything sent home in relation to an EOTC event must be checked by your Team Leader or the Principal, and a copy held in the school office in a folder provided by the group doing the activity.

Minimum adult-pupil ratios of 1:4 for events involving water (adults must *not* be in the water while supervising) and 1:8 all other excursions must be maintained.

The authority path shall be:

Grade 1 – Brief Excursions (no transport):

- Requires approval from your Team Leader and the Principal. This may be verbal.
- Requires the completion of RISK AND MANAGEMENT SYSTEM (RAMS) forms.

Grade 2 – Day Trips:

- Requires the approval of the Principal on the EOTC EVENT PROPOSAL form.
- Requires the completion of RISK AND MANAGEMENT SYSTEM (RAMS) forms.
- Required parental consent using GRADE 2 CONSENT form.
- May require VOLUNTEER HELPERS CONSENT forms.
- Will require a TRANSPORT SAFETY form if children are travelling by private vehicle.

Grade 3 – Overnight Trips/Class Camps:

- Requires parental consent using the Grade 3 PARENT CONSENT AND RISK DISCLOSURE form.
- Requires Team Leader and Principal approval using the EOTC EVENT PROPOSAL form.
- Requires Board of Trustees approval using EVENT APPROVAL FORM as forwarded by the Principal.
- Requires the completion of RISK AND MANAGEMENT SYSTEM (RAMS) forms.
- Will require VOLUNTEER HELPERS CONSENT forms.
- May require STUDENT CONTRACT and/or STAFF/VOLUNTEER COMPETENCE form.
- Will require a TRANSPORT SAFETY form if children are travelling by Bus, Rental or Private Vehicles.

If you are unsure of what 'Grade' your activity is, please ask!

OVERNIGHT TRIPS/CLASS CAMPS

Applications for overnight excursions must present clear details relating to:

- a) venue
- b) sleeping arrangements
- c) menu
- d) cost per pupil & anticipated balance sheet
- e) minimum adult-pupil ratio of 1:4 water (adults must *not* be in the water while supervising) and 1:8 all other excursions
- f) transport
- g) first aid, health and safety issues
- h) emergency vehicle arrangements
- i) programme
- j) management

Following Board approval, the Teacher in Charge is expected to convene a meeting of parents to discuss all relevant details of the camp. Consent Forms should be distributed and completed at this stage. All overnight trips/class camps will have nominated emergency vehicle, and all overnight trips/class camps will have mobile phone contact.

ACCOMPANYING ADULTS

Parents, teachers and other approved persons will be led by the most senior teacher. If Allandale School support staff are to be considered Accompanying Adults, the trip budget must make provision for a \$65 per night overnight allowance provided for in their NZEI contract.

ALCOHOL AND SMOKING

The organising teacher should discuss these aspects with camp parents during pre-camp mode. Alcohol consumption is not permitted during EOTC events. Please note as well that adults under the influence of alcohol will no longer qualify to meet the 1:4 (water) or 1:8 required supervisory ratio. The school's position on smoking requires that it is not to be carried out in view of the students while during EOTC events.

PRIVATE VEHICLES

Adults providing private cars must have vehicles properly registered and warranted. Each passenger to be seat belted. Drivers must be licensed and be known to observe prudent, safe driving practices. Teachers leading EOTC events must complete TRANSPORT SAFETY forms for all drivers/vehicles involved. Petrol reimbursement may be included in costing.

WALKING

Students walking to and from external activities of any Grade level require the same level of supervision (1:8) as they would at the activity. Students walking to and from water-based activities require 1:8 supervision while walking, but then 1:4 supervision while in the water.

Staff and parents supervising walking groups of students are expected to spread themselves throughout the group in order to ensure the safety of all participating. A staff member needs to be at the front and back of any walking group so that they can be easily located in the event of an emergency.

FINANCE

Class teachers are responsible for the receipt of all income and the teacher in charge is required to produce final balance sheet within one calendar month following the camp.

All participating pupils are expected to pay the full cost of the camp fee. Applications for financial assistance will be considered on merit by the Principal and will be treated as confidential. Fundraising for camps to defray costs is to be encouraged.

BEHAVIOUR

Students involved in Education Outside the Classroom activities are expected to show the same level of respect and responsibility as they would at school. Unless otherwise specified, all school rules (ie. uniform, helmets, fizzy-free, etc.) remain in place throughout EOTC activities.

Students who find themselves unable to maintain expected levels of respect and responsibility can be excluded and/or removed from EOTC activities. Students removed from activities in progress are *not* eligible for a refund.

NON-PARTICIPATION

Pupils not attending on the request of parents will be assigned to another classroom during the camp period. However, they will participate in pre-camp and post-camp studies within their class.