

RECORD SHEET

PLEASE FILL IN ALL PARTS AND RETURN TO THE OFFICE ONE FORM PER CHILD

Education Outside the Classroom

It is necessary for written parental permission to be gained when children are taken out of the school grounds on visits/trips. Rather than a separate request being made for each visit, the approval for all community based outings is being sought. You will be notified of each forthcoming trip and will have the opportunity to approve or disapprove of your child(ren)'s participation.

The policy, "Education Outside the Classroom", is attached to this sheet. Please return this to your child's class teacher.

I GIVE PERMISSION FOR MY CHILD

_____ Please print name clearly
to attend educational trips/visits out of the school grounds and to take part in the activities planned.
I understand that this approval is for the complete time my child attends Kapanui School.

SIGNED:Parent/Caregiver

Accident/Emergency Guidelines

Teachers are responsible for the welfare and safety of children within the confines of the school, on approved excursions and during emergency evacuations. That responsibility extends to the taking of reasonable steps in the event of an accident or other medical emergency. Occasionally the need arises for staff to seek medical attention for a child after an accident when parent/caregivers cannot be contacted to immediately take action themselves. Therefore:

1. I authorise the staff of Kapanui School to take reasonable steps in the event of an emergency concerning my child and to seek necessary medical treatment at a local medical centre or hospital facility as my agent Yes

2. I undertake to meet any charges or costs incurred. Yes

3. I also authorise my emergency contact person to make emergency decisions regarding the care of my child in consultation with the school if I cannot be contacted. Yes • No

Policies and Procedures

I agree that my child shall be subject to the established policies and procedures of the school particularly as they relate to rules and discipline. These are described on our website and in the 'Rise and Shine' Information Booklet.

Whenever he/she is absent or late I shall telephone the school or provide a note of explanation.

I understand that my child will work with trainee students from time to time as part of normal school programmes.

Official Enrolment Records

I understand that an Official Enrolment Record will be started, if my child has not been enrolled in another school. This Enrolment Record will be made available to the Ministry of Education or its agents if requested for a specific purpose. (Rule 4 Student Enrolment Records MOE 99/3).

I also agree that Kapanui School may have access to information and records pertaining to my child from previous schools and agencies (if applicable) and that information about my child may be passed on to other schools or relevant agencies. By Ministry regulations, a copy of the Enrolment Record, Attendance data and this signed Declaration will be held at the school for audit purposes for a period of 7 years after your child leaves Kapanui School.

Medical Conditions

Child's Name Class.....

Medical Conditions:

Conditions we need to be wary of

Actions you would like taken if we are concerned (Example: Asthma Plan)

Parent/Caregiver Signature

**Bible in Schools Programme Year 3-8 only March – November
(Details in the Information Booklet)**

I give permission for my child to attend the Bible in School programme **Yes No**

I wish to exempt my child from the Bible in Schools programme **Yes No**

School Website

I give permission for my child's unnamed photo/work to be published on our School website:

Parent/Caregiver Signature

EDUCATION OUTSIDE THE CLASSROOM

RATIONALE

E.O.T.C. provides students with opportunities to explore the world outside the classroom. We believe for maximum development children need to enjoy varied experiences in differing environments.

PURPOSES

- (1) To enhance learning through a variety of well designed and safe first hand experiences.
- (2) To help children develop an understanding, appreciation of and respect for their own and others cultures.
- (3) To increase children's understanding, and appreciation of the school community, the local district and other places that may differ in nature and environment from their own.
- (4) Further develop skills in observation, recording, reporting and organisation.
- (5) To support each child in developing a positive self-esteem based on confidence, a sense of adventure and an attitude of responsibility regarding the safety of self and others.
- (6) Assist children's social development through living with others in situations different from their everyday lives.

GUIDELINES

- (1) The E.O.T.C. policy must be used in conjunction with the school policy on out of school visits. (management guidelines)
- (2) **Supervision** All trips out of the Kapiti region i.e. camps must have a minimum ratio of 1:6, water 1:3. All trip forms must be completed as well as a risk management matrix for such trips. Local trips of lower risk should have at least two adults. The whiteboard in the staffroom should state where a particular class is when they leave the school.
- (3) All teachers planning E.O.T.C. must consult with the Principal to ensure that the approval criteria is met and that a risk management matrix has been completed.
- (4) Where parents are transporting children, private vehicles must display a current warrant of fitness, registration and seat belts, must be worn.
- (5) E.O.T.C. activities are considered as part of the curriculum and as such participation by students is expected except if otherwise stated by the school.
- (6) That no student shall be excluded from E.O.T.C. on the grounds of financial hardship.
- (7) A camp for Yr7/8 children will take place once every two years. Trips out of the area are limited to 1 per term per class.
- (8) Parent helpers will be covered in the cost of the outing for overnight camps.
- (9) The school's non-smoking policy applies to any school trip.

CONCLUSION This policy is closely related to those on all other curriculum areas and out of school visits. E.O.T.C. operates in the context of all other curriculum areas. Students should be paramount when developing programmes.