

**PLEASE FILL IN ALL 4 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 on the reverse of 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 Kapakapanui School.

**SIGNED:** ..... Parent / Caregiver

**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) .....

.....

I give permission for first aid to be administered if required:      Yes / No

**SIGNED:** ..... Parent / Caregiver

**ONLINE PUBLICATIONS**

I agree to the publications of my child's work and images in the following online and printed publications:

- \* School website
- \* School class blogs
- \* School newsletters
- \* School Facebook (will only identify students by their first name)
- \* School Instagram

**SIGNED:** ..... Parent / Caregiver

**PLEASE PROVIDE DETAILS OF PEOPLE AUTHORISED TO COLLECT YOUR CHILD IN CASE OF A CIVIL EMERGENCY**

**Name:** ..... **Phone Number:** .....

# 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 Year 7/8 children will take place once every two years. Trips out of the area are limited to 1 per term per class.
- (8) 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.