



Apii Te Uki Ou

Education Outside the Classroom Policy

CIAG 5

Akakoro'anga (Purpose)

EOTC should be regarded as useful at every class level in as much as it:

- Children's learning is extended and enhanced by experiences beyond the classroom.
- Increasing leisure time implies the need for greater awareness of the opportunities that the environment offers.
- Life skills will be developed and it provides real and worthwhile experiences.
- Gives added meaning to classroom work and adds interest to studies and promotes wholehearted pupil involvement.
- Gives opportunity for cultural and environmental education in planning and in making the most of teachable moments (Refer to policy on Environmental Education).

Te au Kaveinga (Guidelines)



- All trips must be carefully planned and should be based upon a programme of work for the class. There should be clearly defined objectives, which lead to attainable outcomes.
- Trips should be efficient and economical in terms of time and cost. Due regard must be given to the fact that a number of parents already struggle with school costs.
- As a general rule, overnight trips are not suitable for students below Year 4.
- All trips must be discussed with the Principal before approval will be given. Parental / Guardian permission must be obtained in writing before every trip. Major trips require the permission of BOG.
- A first aid kit must be taken on all trips and at least one adult must hold a current First Aid certificate.
- The office must have a detailed plan of the trip and a mobile phone must be taken.

Supervision

- A Senior Teacher will accompany a first year teacher where appropriate.
- There must be a minimum of:
 - One adult to three children for ECE
 - One adult to eight children from New Entrants / Year One to Year 4.
 - One adult to ten children from Year 5 to Year 10.
- For higher risk activities e.g. canoeing, yachting, swimming, and caving, there must be a minimum of:
 - One adult to six children from New Entrants / Year One to Year 4.
 - One adult to eight children from Year 5 to Year 10.
- A teacher is to be in charge at all times, regardless of accompanying adults. The teacher in charge must ensure that they are familiar with the area being visited or have a local guide with them.
- The adult needs to feel competent that they could deal with any emergency that may occur on the trip.
- Teachers must be aware of any medical or health problems of students prior to the trip and ensure appropriate steps are taken to accommodate these.
- Where students will be outside for more than an hour it is compulsory that they have adequate sun protection e.g. sunblock and hats

Transport

- Parents must be aware of modes of transport to be used for any trip. Parent / Guardian consent must be given where open transport is to be used e.g. trucks, utes & motorbikes.
- When transporting on the back of trucks or utes students must sit inside the tray, not on the sides, and not against the back gate. Years 1 – 4 must have at least one adult on the back with them. All students must have signed the Contract Code of Conduct for school transport.
- Students must wear life jackets at all times when in a vaka or yacht.

Date of Last Review:	November 2025	November 2025
Signed:		
	Gina Bamber Chairperson Board of Governors	Liz Cribb Acting Principal Apii Te Uki Ou



Apii Te Uki Ou

Education Outside the Classroom (Pre-School)

CIAG 5

Akakoro'anga (Purpose)

1. To encourage the children to explore their world.
2. To introduce children to outdoor education.
3. To encourage the children to know their environment, and to enjoy what they have.
4. To give the children an experience that they may not get otherwise.



Te au Kaveinga (Guidelines)

Notification - Permission

- Approval for all excursions will be gained from the Principal before any excursions can be carried out.
- Parents are notified about the excursion by the Head Teacher and followed up in the fortnightly newsletter or via email.
- Consent forms are sent out, and signed by Parents/Caregivers, and only children with permission granted will go on an excursion (unless parents have already signed the EOTC form at the start of the year permitting Rarotongan Trips with prior notice)
- Transport: Private Cars/Public Transport e.g. Bus. We are mindful of keeping costs to a minimum and will endeavour to stay within a \$15.00 limit per child over a period of a year. However we are also mindful of not placing the cost of transport with the same drivers all the time so we will offer a token payment for fuel costs. Children must sit, with only one child in the front seat. Drivers are advised to drive within the law and defensively.

Risk Management

- When planning an excursion safety is important. Therefore before agreeing on a trip, discuss the possible things that could go wrong, and plan ways to avoid these or deal with the problems that arise.
- Supervision: 3 children per adult, and 4-5 per teacher. All Supervisors will be given a list of children in their group, and will remain with and be responsible for their children throughout the trip.
- A First Aid Kit will be with the head teacher or nominated responsible teacher.

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