



Procedure 2.09

Education Outside the Classroom (EOTC)

Contents

Purpose -----	2
Procedure -----	2
Planning Requirements-----	2
Planning the teaching and learning programme and planning for the safety and welfare of all attending the activity-----	2
EOTC aims to enhance teaching and learning by-----	2
Levels Identified-----	2
Planning and Approval: -----	3
Preliminary Approval-----	3
Planning Checklist-----	3
Application for Approval-----	3
Principal, senior leadership Approval-----	4
Consent requirements-----	4
Cover Letter-----	4
Safety Preparation-----	4
Volunteer / Parent Helpers-----	4
Vehicle Driver-----	5
During the Activity / Event:-----	5
Student Personal Emergency and Medical Plan-----	5
Record of Medication and / or Treatment-----	5
Accidents and Incidents-----	5
Approval -----	5



Procedure 2.09

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Purpose

To ensure that students have access to amenities and activities that support and enhance their learning beyond the classroom in a way that minimises risk to students and staff.

Procedure

Planning Requirements

Planning the teaching and learning programme and planning for the safety and welfare of all attending the activity.

EOTC aims to enhance teaching and learning by

1. Providing students with opportunities to learn outside the classroom, in all curriculum areas.
2. Promoting community inclusion.
3. Promoting appreciation of our heritages – local, national and global.
4. Increasing students' awareness and understanding of the traditions and values of their own, Te Tangata Whenua and other cultural groups.
5. Increasing students' understanding of different perspectives on land, natural resources and the environment, and of the need for conservation management.
6. Providing students with opportunities for enjoyment, adventure and challenge.
7. Providing students with opportunities to enhance spiritual, physical and mental well-being through uplifting experiences in a natural environment.
8. Developing students' skills so they can move with greater confidence and safety in urban and rural settings.
9. Helping students develop respect for themselves and others, by providing them with opportunities for personal and social development.
10. Enabling students to take increased responsibility for their own development and to regard learning as enjoyable, continuous and lifelong.
11. Providing students with opportunities to develop in many diverse ways.
12. Provision of specific therapy programmes

Levels Identified

Level 1: Events that occur as part of the everyday learning programmes designed for our students, that take place in 'out of school' settings within Hamilton as part of an ongoing and regular classroom programme. These structured programmes include students accessing local community facilities e.g. shops, cafes, supermarkets, library, museum, parks and playgrounds, Hydrotherapy, Hamilton Gardens, a farm visit, fun Friday, swimming, marae, bush walk, playgrounds, Hamilton Lake and various satellite units and schools. Event Approval [Form 2.09a](#), Venue Safety Action Plan [Form 2.09b](#) and Class Specific Action Plan [Form 2.09c](#) required.

Level 2: Events that occur beyond the 9-3 school day e.g. overnight camp, skiing (Overnight Event Approval [Form 2.09d](#) required).



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Planning and Approval:

Preliminary Approval

All EOTC activities require approval in advance.

The following timelines apply to planning for EOTC activities:

Activity	Forms required	Timeline
Level 1:	Event Approval Form 2.09a Venue Safety Action Plan Form 2.09b Class Specific Safety Action Plan Form 2.09c	AP/DP or therapy team leader approval in principle 2 weeks in advance Teacher follows EOTC Proposal process
Level 2: out of 9 – 3 school hours or over-night	Parental Consent Overnight Event Approval Form 2.09d	Principals approval in principle term prior of event Teacher follows EOTC Proposal process Planning and documentation shared with and signed off by BOT at least 4 weeks prior to event.

Planning Checklist

The EOTC Guide Booklet (accessible on SharePoint) is to be used to guide planning

Application for Approval

1. The Teacher/Therapist in Charge (TIC) should complete [Form 2.09a](#) EOTC Event Approval, Venue Safety Action Plan [Form 2.09b](#) and Class Specific Safety Action Plan [Form 2.09c](#) at the outset of planning for the EOTC activity. Approved EOTC forms should be stored in the classroom planning folders. Any generic and therapy EOTC forms will be stored in the EOTC folder on SharePoint.
2. The DP/AP/ Therapy team leader should be informed of any subsequent changes in planning, organisation and transportation of students with a resubmission of the EOTC form during the term.
3. Reapproval (phone call or e-mail) should be sought should there be significant changes, such as staff absences, which may change the dynamics of the group and agreed to student/adult ratios.



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Education Outside the Classroom (EOTC)

Principal, senior leadership Approval

After reviewing the proposal, they will either:

- Give approval for the activity or;
- Indicate the additional information needed before the approval will be re-considered.
- Decline the proposal.

Parents' Information and Consent

Consent requirements

Parents will be required to give written consent for all EOTC activities.
Consent forms will be kept by the TIC until the EOTC has been completed.

Cover Letter

Parents should be sent relevant information of the EOTC event. This will usually include a cover letter, and the Parental Consent form.

The cover letter may include the following:

- Date of letter
- Name and dates of event
- Start and finish times
- Group involved
- Venue and description
- Curriculum objectives/purpose of event
- Transport arrangements
- Costs – contribution / ways they can pay
- External expertise or providers information
- Clothing and equipment required
- Dates by which to return consent
- Contingency plans
- Other relevant information
- Signature of author

Safety Preparation

Volunteer / Parent Helpers

1. All volunteers should work alongside a school employee
2. Any volunteer staying overnight should complete [Form 2.09e](#) and be police checked/vetted
3. Brief all volunteers on:
 - Their general responsibilities regarding student safety and welfare.
 - The specific activities they will be involved in.
 - Emergency management plan.



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Vehicle Driver

Drivers of vehicles are designated on Approval [Form 2.09a](#). Parent drivers may transport their own children in their private cars. If parents are transporting other children, their car must be registered and warranted, and they must have a full licence.

During the Activity / Event:

Student Personal Emergency and Medical Plan

TIC should carry all appropriate information that may be required in an emergency.

Record of Medication and / or Treatment

Complete the school medication administration form for each occasion on which medication or treatment is provided for students or adult.

Accidents and Incidents

Complete the school Incident Report Sheet for all accidents, near accidents or significant health or safety incidents.

After the Event (Level 2)

1. Complete the 'Overnight EOTC Event Report & Evaluation' ([Form 2.09d](#))
2. The Principal will review the report and present a report of any significant findings to the BOT.

Approval

When the Board approved this Procedure, it agreed that no variations of this Procedure or amendments to it can be made except with the unanimous approval of the Board.

This procedure is approved by the Patricia Avenue Board of Trustees on
Reviewed:

Signed: _____ Date: _____

Board of Trustees Chairperson