

Long Bay Primary School

EOTC: Education Outside the Classroom Policy

NAG 5



Long Bay Primary School
WHOLE CHILD EDUCATION

Rationale

It is recognised that social, emotional, and physical development, and learning in all curriculum areas, are enhanced by providing relevant, enjoyable opportunities to explore and learn beyond the normal school environment. Some of the goals that encompass this area are:

- To encourage students learning through first hand experiences that cannot be duplicated within the classroom.
- To assist the social development of our students by giving them the opportunity to live, work and co-operate with others from different backgrounds and cultures.
- To assist in increasing confidence, independence and responsibility through meeting new challenges and taking appropriate risks.
- To increase knowledge, understanding and appreciation of the school area, local district and other places including some unfamiliar places.
- To develop an attitude and awareness of taking some responsibility towards their own safety and that of others.

Guidelines

The guidelines that cover this learning area are:

- To use E.O.T.C. to enhance learning.
- Provide experiences outside the school environment in our students' education.
- Ensure, where possible, that students are not excluded from participation in E.O.T.C. programmes.
- Work within ratios approved by the Principal for out of school trips. As a guide the general ratio should not exceed 1:8, with water activities 1:4 (other than supervised pool swimming). Exceptions may be made when visiting other schools/supervised situations.
- Medical supplies (a basic first aid kit) must be taken, including individual medication if required.
- An operational cell phone shall be included on all E.O.T.C. visits (ensure fully charged).
- Permission from the Principal needs to be sought two weeks prior to a day trip.
- B.O.T to be informed of camp organisation, and give approval prior to overnight stays.
- Written permission must be received from Parent/Guardian for all trips outside the school environment.
- Ensure adequate training as required for all staff involved in E.O.T.C.

Teachers must ensure:

- All students are given the opportunity to participate.
- That safety of students and participating adults is a priority.
- Cost of the trip is approved.
- All visits are relevant to the school programme, with clearly defined learning objectives.
- Parent helpers are aware of their responsibilities beforehand.
- Provision is made for students not attending the class trip.
- A **Risk Analysis Management Form (RAM)** is completed for all trips that take place outside the school environment and approved by the principal.

Approval

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the approval of the Board. A copy of this policy is to be included in the School Policy Manual, a copy of which shall be available to all staff, and to students and parents at their request.

DATE: 2014		APPROVED BY:	
		PRINCIPAL <i>L. Barton</i>	BOT CHAIRPERSON <i>[Signature]</i>
Next Review: 2017			