



101 Education Outside the Classroom Procedure

PURPOSES

Education Outside the Classroom is designed to :

- enhance learning, through a variety of first-hand experiences;
- increase learners' knowledge, understanding and appreciation of the school area, local district and other places;
- develop learners' skills in observation, recording, reporting and organisation;
- help learners develop self-confidence and a sense of adventure;
- assist learners in their social development by placing them with others in unfamiliar situations;
- help learners develop an attitude of responsibility, particularly towards their own safety and that of others

note: a camp involves an overnight stay, whereas trips are ventures beyond the school environs.

BROAD GUIDELINES for CAMPS

- All camps/trips have a relevant curriculum/extra-curricular purpose and objectives.
- The decision to hold camps/trips in a particular year would depend on the experience of staff, the economic climate, appropriate camping venue, and ability to borrow or hire equipment, length of time and the co-operation and abilities of accompanying parents.
- If outside the usual programme, Prior Board of Trustees approval is obtained for activities involving overnight stays or significant risk such as drowning.
- Each camp has a "reasonable price" set by the BoT that is to be charged to the parents for camps. This is to be reviewed with this Policy every year at November.
- Parents attending camp are to cover their expenses for food, accommodation and activities. They will be reimbursed for transport costs.
- Parents are advised in writing at least six weeks prior to the camp, giving details of; purpose, dates and times, with costs. Earlier notification is advised for expensive activities and camps. In term 4 camps and their prices will be advertised in the Newsletter to give parents adequate notice.
- Closer to the event parents will receive information on transport, accommodation, adult supervision, clothing and equipment, programme details and consent forms.
- Teachers complete a Risk Management Plan for every camp/trip they organize. This will be lodged with and initially approved by the principal or if prepared by the principal, the D.P. In the case of camps and trips involving swimming in natural waterways (apart from our sailing/aquatics program which is covered by a separate procedure) and or significant hazards, the RAM must be approved by the BoT.
- Support is available to assist children who may not be able to afford activities or the equipment they need. This will be done in a way that protects family's dignity.
- It is expected that a parent helpers' briefing is conducted prior to departure to outline expected roles and expected behaviour.
- In the event of too many parents wanting to attend camp, priority will be given to parents who have skills, transport, knowledge or abilities needed e.g. cooking, medical, swimming, coaching etc. Consideration will also be given to situations where students need extra support, those who have missed out on previous camps and balancing genders. A list of parents who have attended camp will be maintained on the planning spreadsheet. These decisions are made between the camp leader and the principal.

Suggested Camping Schedule

Level	Odd Year	Even Year	Duration
Y1-3	City	Local	Day Trip
Y4	Dunedin or Waikouaiti	City Camp	Over Night
Y5-6	Country Camp	City Camp	3 Nights
Y7-8	Wilderness Camp	Adventure Camp	Up to a Week
Y8	Wellington	Wellington	1 Week
Y8	Each year one night camp at local destination with other North Otago Rural Schools as a part of the transition programme.		

Procedure Timeline

Start Up At least 8 weeks before camp	<ol style="list-style-type: none"> 1. Identify the specific learning intentions. 2. Seek initial permission from the principal to arrange the experience. 3. Prepare a budget ascertaining the costs. 4. Inform Parents of over-all plan, with dates, likely costs. 5. Call for registration of interest from Parent Helpers. 6. Collect Police Vetting forms and give them to Office Admin for processing. 7. If not well known, pre-visit the site to check the facilities, access and safety issues. 8. Identify likely risks and prepare risk management documentation and give to principal for approval and presentation to the BOT 9. Work out how many staff and parent helpers will be needed: The recommended minimum adult pupil ratio for a camp is 1 adult to 4 pupils for Year 1 - 3 and 1 adult to 6 pupils for Year 4 - 8. (However some events such as bus trips to another school, the library etc. could safely be managed by as few as two adults per class.) 10. Identify prior experiences and knowledge children will need before participating.
6 Weeks before	Meet with principal re choosing parents. Inform parents of who will be attending camp.
3 Weeks Prior	Inform parents of the nature of the experience and obtain permission. Parents must return an informed consent form and a health form. (Note regular class activities such as visit to the museum, art gallery, town pool, sports event etc. have parental consent from a generic form signed on enrolment. For camps and high risk activities a signed permission slip is required.)
1 Week before camp	Brief students on programme, expectations. Teach prior learning. Check all forms are back
Camp Week	Pack first aid kits, medical information, contact details, review Rams with all involved.
1 Week following Camp	Gather feedback and prepare a brief report to the BoT on the successes and issues to be considered. Attention will be paid to any near misses or health and safety issues that may have occurred.