

John Paul College Policy

EDUCATION OUTSIDE THE CLASSROOM (EOTC)

RATIONALE:

Education Outside the Classroom (EOTC) can make a substantial contribution to students' intellectual, social, spiritual and emotional development. It provides opportunities for learning not available under normal circumstances in the classroom. Experiences, activities and programmes undertaken should reflect and enrich the curriculum and be in keeping with the Catholic character of the school thus providing students with further opportunities for individual learning, personal growth and development.

DEFINITION:

For the purposes of this policy Education Outside the Classroom (EOTC) is a generic term to describe curriculum and co-curriculum based learning that extends beyond the boundaries of the College; a day trip, an overnight trip or extended stays both within and outside New Zealand. Such EOTC experiences can range from a museum or marae visit to a sports exchange, overnight camps, rocky shore field trips, an overseas trip (see policy on International Trips) and many other activities.

PURPOSE:

EOTC at John Paul College aims to:

1. Provide students with enjoyable and safe learning experiences outside the classroom in a range of environments.
2. Promote appreciation of our heritages; local, national and global.
3. Develop students' personal confidence and self-esteem.
4. Increase students' awareness and understanding of the traditions and values of their own, the tangata whenua and other cultures.
5. Increase students' understanding of different perspectives on the use of natural resources and the environment and the need for conservation management.
6. Provide students with the opportunities for enjoyment, adventure and challenge, both close to home and far away.
7. Provide students with opportunities to enhance their spiritual, physical and mental well-being through personal experience in a range of settings.
8. Provide students with opportunities to identify dangerous situations, to manage risks, to take positive action, to apply experiences, to think critically and to solve problems.
9. Develop students' skills so they can move with confidence and safety in urban, rural and wilderness settings.

GUIDELINES:

Generic

1. Make provision for planned opportunities for all participants to attend local masses (especially on Sundays), daily prayer and grace before all communal meals, if appropriate.
2. Offer students a wide variety of curriculum and co-curriculum based EOTC experiences.
3. All EOTC curriculum proposals must demonstrate curriculum links and identify learning outcomes. All activities must be based on sound teaching and learning practices.
4. Every trip must have an approved person designated as 'in charge' and responsible for the trip. Wherever possible this should be a staff member.
5. For all trips whether day trips or overnight trips within New Zealand relief will be provided for the designated staff member in charge.
6. Staff members in charge of trips have the right to deny a student the EOTC experience if it is believed they cannot guarantee the safety of that student or others.
7. Follow Ministry of Education "EOTC Guidelines 2009" and other recommended 'best practice' guidelines specific to particular activities.
8. The ratio of adult to student numbers must ensure adequate supervision of students in accordance with the Guidelines and may include parents/ caregivers who are also on the trip.
9. Ensure that EOTC experiences respect the beliefs and values of Maori and other cultures, the local environment, laws and local customs and gender related issues.
10. Ensure on-going training is available for staff members involved in EOTC.
11. Ensure adequate, on-going evaluation and annual review of EOTC programmes.
12. No alcohol is to be consumed on any school trips within New Zealand by parents and teachers. This includes for the evidence of doubt camps and sporting tournaments during the school holidays.

Day Trips

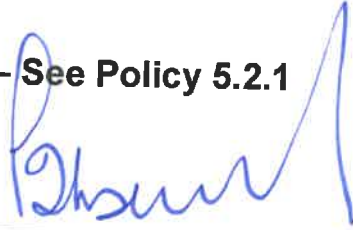
1. Staff are to complete the "Day Trip EOTC Approval" and all associated RAMS/information forms at least two weeks prior to the event and submit to the Deputy Principal Human Resources.
2. For curriculum and co-curriculum trips of less duration than the school day a generalised consent and health form will be sent home, once a year, to all students for parental approval.

Overnight Trips

1. Overnight trips in New Zealand must seek approval from the Board of Trustees in writing, using the **EOTC Event Proposal Form** before detailed planning takes place, at least one month before the planned trip.
2. Once BOT approval has been gained ensure that the full "Overnight EOTC" forms are completed and submitted for approval to the EOTC Co-ordinator, the Principal and the Board of Trustees at least one week prior to the trip's departure.
3. Ensure that the Principal and a member of the Board of Trustees has checked and given signed approval to RAMS.

International Trips – See Policy 5.2.1

Ratified by the Board



Signed by B.O.T Chair

27.08.2018

Date 2017

Next Review

Signed by B.O.T Chair

2020