

Policy: Education Outside the Classroom (EOTC)

Policy Statement

Manurewa High School recognises the importance of EOTC. In order to give the opportunity to students to have education outside the classroom which provides learning experiences, which are different from, and/or an extension of those in the classroom, guidelines must be adhered to.

Procedural Guidelines

- EOTC Programmes must have clear and justifiable learning outcomes for students.
- Teachers organising EOTC programmes must use the appropriate forms in the Manurewa High School EOTC Planning Procedures available on intranet, or from the Associate Principal.
- Form EOTC 1 is a flowchart overviewing the category of event and the steps required for approval to be granted.
- All EOTC programmes should consider, and comply with, the guidelines and regulations contained in the following publications available in school:
 - EOTC Guidelines Bringing the Curriculum Alive; Ministry of Education 2009
 - Outdoor Activity Guidelines for Leaders SPARC 2005,
 - Relevant Ministry of Education circulars
- EOTC Event Proposals go through the Associate Principal for prior approval. For multi-day or high risk events Board of Trustees pre-approval will be sought.
- After prior approval has been granted, detailed planning is documented in liaison with the school EOTC coordinator. After approval has been granted by EOTC coordinator, TIC then submits documentation to Associate Principal for final approval.
- Multi-day or high risk events require final approval from BOT.
- Written permission for student participation must be obtained from parents/caregivers, before any student may participate in an EOTC event outside the school. Teachers in charge of an EOTC event should have student & staff medical and contact details with them at all times.
- When planning EOTC programmes staff must take all costs into account both for the student and the school.
- In order to deliver safe, quality experiences, any risks associated with the EOTC event should be identified and managed. Strategies identified in RAMS or SAP forms should be understood by all supervisors involved.
- All EOTC events must have a vehicle available to transport students in an emergency.
- Staff are to have the required level of competence to match the demands of the EOTC activity including dealing with a crisis. Staff are to be adequately trained for the EOTC programmes offered by the school.
- ALL EOTC events must adhere to the Board of Trustees Policies and Procedures, and School Rules which have been set.

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Review schedule: February 2017

ADOPTED BY BOARD OF TRUSTEES			
Date	27 June 2001	Chairperson	M J Bailey

REVIEWED	Date	17 September 2003	Chairperson	M J Bailey
REVIEWED	Date	24 November 2004	Chairperson	S Smith
REVIEWED	Date	30 October 2008	Chairperson	S Smith
AMENDED	Date	15 August 2011	Chairperson	S Smith
REVIEWED/AMENDED	Date	Chairperson