

Educational Trips and Visits

RATIONALE

Educational trips and visits have the potential to enhance learning in all curriculum areas. The range of opportunities that exist is inexhaustible and may encompass visits to places of educational interest, curriculum related field trips, or sports trips.

PURPOSES

1. To enrich the classroom programme and to enhance learning by providing first hand experiences.
2. To provide opportunities for the community to participate in the education of the children through sharing knowledge and experience.
3. To assist the children to understand and appreciate other cultures both past and present.
4. To enable children to appreciate the different aspects of their local environment.

GUIDELINES

1. In planning school trips consideration must be given to the needs of the children and to their financial resources.
2. Definite educational objectives relating to the curriculum and to the school and class programmes must be established.
3. Priority should be given to the utilisation of resources in the schools' local area.
4. An adequate adult/pupil ratio should be maintained throughout the trip. The ratio should be no greater than 1:6 and in some cases it may need to be lower (see Ministry of Education EOTC Guidelines – Bringing the Curriculum Alive 2009 page 42 and 70 -72 for ratio recommendation).
5. Risk management directive from the Board of Trustees is to ensure there is no risk of compromised safety. All drivers including parents and vehicles conveying Kaharoa School children on trips will be checked for:
 - a. Current full drivers licence
 - b. Current Warrant of Fitness
6. Drivers to verify these points at the School office prior to leaving.
7. Restraints:
 - a. The driver must make sure that any child **under 7 years** of age is properly restrained by an approved child restraint that is appropriate for the age and size of the child. They must not travel in the car if you can't put them in an approved child restraint. The vehicle's safety belt on its own is not an approved child restraint. Approved restraint: booster seats for school-aged children
 - b. If the child is aged **7 years** you must use an approved child restraint if one is available in the vehicle and if it is appropriate for the child's age and size. Otherwise they must use a safety belt.
 - c. Children aged **8 to 14 years** must use a safety belt.
8. Parents with pre-schoolers cannot be considered as supervisors.
9. All trips, visits must be financially self-supporting.
10. The Principal in consultation with the Board of Trustees Chairperson has overall responsibility for all class trips.
11. Overnight trips and out of district trips needs to be put before the Board before being publicised.

12. Planning needs to be carried out with regard to appropriate practices (see Ministry of Education EOTC Guidelines – Bringing the Curriculum Alive 2009).
13. There is to be no use of drugs (including alcohol) that may impair a parent or teachers ability to adequately supervise pupils.
14. There is to be no consumption of alcohol immediately prior to and/or during a school trip visit or camp.
15. All adults assisting with trips will be made aware of the school smoking policy before the trip.

CONCLUSION

School trips and visits can lead to children developing a greater appreciation of their own community and contribute to their intellectual, social and emotional growth.