

SUNNYNOOK PRIMARY SCHOOL POLICY

EDUCATION OUTSIDE THE CLASSROOM

RATIONALE:

Education is not confined within classroom walls. We must make use of the Outdoors to enrich all aspects of the curriculum. This will provide further opportunities for learning, personal and social development of our pupils.

PURPOSE:

1. To help in the social development of our children
2. To enhance the self-esteem of our children by challenging them in a safe environment
3. To enable children to appreciate and value conservation
4. To enrich classroom learning
5. To help children understand and appreciate other cultures past and present
6. To provide further opportunities for the community to participate in the education of young people.

GUIDELINES:

1. The children, staff and adults safety is the paramount concern (refer to School Health and Safety Policy) and safety policies
2. The Principal has overall responsibility for class trips. He/she must ensure that every staff member who undertakes any outdoor education programme, is competent to do so, and that the necessary safety and supervision factors have been taken into account
3. A definite education objective related to the curriculum and school and class programme must be established
4. Before approval of the programme is given by the Principal he/she must be satisfied that the work has been carefully planned: objectives are realistic; learning experiences are appropriate and provision is made for evaluation and possible follow-up work back at school. RAMS forms are to be completed and the criteria is to be met.
5. The Principal needs to be satisfied that the teacher in charge of the trip is:
 - Familiar with the area being visited
 - Capable of carrying out the responsibility of organising and leading activities
 - Competent to deal with emergencies.

Where appropriate the party should include at least one adult with an appropriate first aid or health qualification.

Principal's approval necessitates submitting complete planning details showing a detailed programme (not outline). This must be presented to the Principal prior to departure.

6. Parents should be notified through the newsletter of any trips that take place on a regular basis.
7. Parents should be consulted at the earliest possible stage when their participation is required to pay towards pupil costs, help with fund-raising or provide adult supervision.

8. RATIOS:

The following are guides to assist decision making:

Type of Camp or Trip	Junior – J2	Yr 3 – Yr 6
a) Day trip	Ratio 1:5 and minimum 6 Adults	Ratio 1: 10 and minimum 4 Adults.
c) Class trips – Museum or Library, Theatre. Not full day trips	Class teachers	Class teachers
d) Overnight education Tours/visits		Ratio 1:6 and minimum of 5 Adults.
e) Residential camps:	Ratio 1:4 minimum of 8 Adults.	Ratio 1:8 minimum and 5 Adults Activities: Ratio 1:5 and minimum 5 Adults.

The recommended ratios for trips is:

Water/Bush 1:4
Other Activities 1:6 (or 1:8 check with Principal)

but this is at the discretion of the Teacher in Charge. Taking into account the venue, weather (time of year) and experience of people involved for the venture.

Water based activities (eg kayaking): life jackets essential.

9. DAY TRIP:

Day trips which include no element of danger greater than normal based activities, do not require Board of Trustee approval.

10. OTHER ACTIVITIES:

Involving overnight stays or advanced activities away from the school (eg snorkling at Goat Island) require written approval by:

1. Board of Trustees
2. Parents of the pupils involved
3. Principal

CONCLUSION:

Education outside the classroom has a major contribution to make towards developing pupils to their full potential. It provides stimulating environments in which to better develop the intellectual, social and emotional growth of students.

Approved: _____ Date: _____
Chairperson

Reference: NAG 1 & 5
Links: Water Safety Policy
Educational Visits Procedure

Reviewed June 2009