



Developed June 2005
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LEARNING EXPERIENCES OUTSIDE THE CLASSROOM

Rational

LEOTC provides students with opportunities to develop personal and social skills to become active, safe, and skilled in the outdoors and to protect and care for the environment.

Many different activities can be part of an LEOTC programme. For instance:

- Learning activities in the school grounds
- Adventure based learning
- Stream studies in an adjacent creek
- Tubing a river, sailing, or a journey
- Visits
- Walks

LEOTC can help students gain the knowledge, skills and attitudes needed for continuous lifelong learning, for participating fully in everyday life and for living and working with other people. It enhances learning in all areas of the *NZ National Curriculum*.

Many LEOTC programmes have a specific emphasis. For example the aim of the programme may be:

- The development of working with others
- The development of outdoor recreation skills
- The increase of self-esteem
- The improvement of communication skills
- Environment education or a combination of these

Guidelines

A) The school will have procedures allowing for sequential development of LEOTC, which takes into account:

- the environment
- the needs and ability of the students involved.
- skills and experience of staff
- financial resources of families
- safety procedures applicable to the activities chosen
- liaison with other educational areas

B) Any school based activity is deemed to be the school grounds and the same rules apply. Smoking and drinking alcohol are not permitted on any LEOTC programme

C) The Principal and staff will ensure that all practicable steps are taken to minimise isolate or eliminate risks and hazards and to take such as is reasonable and in keeping with sound professional practice

D) Reference should be made to the *Ministry of Education Guidelines LEOTC 2009*

CONCLUSION

It must be recognised that LEOTC makes a substantial contribution not only to intellectual, social and emotional growth of students but also gives opportunities not afforded, by classroom teaching for teachers to get to know students and so relate to their needs and aspirations.

PROCEDURES FOR LEARNING OUTDOOR EDUCATION PROGRAMMES AT PAEKAKARIKI SCHOOL

Planning

A plan of LEOTC programmes will be presented to the Deputy Principal six weeks before the LEOTC programme commences. The final approval for all programmes lies with the Principal.

Incorporated in the plan could be:

Objectives	Showing the links to the curriculum
Risk Management	A RMS to be completed
Finance	All costs are inclusive of GST/staff allowances and parent cost. The programme must be finished in credit
Leadership	The person in charge will be identified and staff parent ratios stated. Suggested ratios would be overnight 1:6 where there is water 1:4
Participants	Number of pupils going What happens to those left behind?
Parent information	What information is being sent to parents, early notification is needed and would include <ul style="list-style-type: none">• costs• clothing lists• programmes• equipment
Transport	What transport is required Parents need to follow transport laws
Medical forms	Medical forms need to be filled in to gain appropriate information
Daily plans (itinerary)	A full daily plan is required, which could include: <ul style="list-style-type: none">• activities• transport• food arrangements• outside agencies being used• accommodation type

All programmes must be directly related to school's curriculum documents

Planning must be in full and presented for all:

- Overnight camps – approval of intent 6 months prior to proposed trip

- Overnight camps – 10 weeks beforehand
- Day trips/activities outside Paekakariki – 4 weeks beforehand to Principal
- Day trips within the Paekakariki area – presented to the Principal
- All programmes must be evaluated
- Financial constraints and experience of pupils must be considered
- All loose ends are tidied up at the camp's conclusion i.e. gear, lost property, equipment, pupils, parent enquiries.

Approval of Intent for Camp/Overnight Experience

To the Deputy Principal

Room:

Seek approval of intent for a class camp/overnight experience.

Below is an outline of the type of camp/overnight experience we wish to be involved in. A more detailed programme, including Risk analysis, will follow upon approval of intent.

Proposed Venue:

Length of camp:

Numbers:

Type of Programme:

(basic outline of activities the students will be engaged in).

Approximate cost {Min – Max}

Thank you for your consideration

CAMPS/TRIPS CHECKLIST

Who is in charge: _____

Other teachers involved: _____

Number of pupils going (paid before trip commences) _____

Number of permission slips (number the same) _____

List of who is not going:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

What arrangements have been made for these children not going?

(Note: stay home is not an option)

Camp/trip to be in profit at conclusion – approximate profit (GST in/out) \$ _____

Instructions for parents (in writing attached)

(What they are to do, where to meet, phone numbers etc)

Transport checked – licenses/warrants/registration

First aide –who is in charge _____ current certificate? _____

(Health Risk List attached)

Have mobile phone _____

Estimated time back _____

Plan for children when back: _____

Note: It is expect all loose ends dealt with at the conclusion of the trip – gear, lost property, equipment, pupils, and parent enquiries.

