

## **Educational & Inter-School Sports Visits**

### **a) Educational Visits**

Well planned visits to places of particular interest & importance both in the local area and further afield can provide excellent educational experiences for children.

Teachers are asked to note the following in relation to educational visits:

1. In general visits must tie in with the classroom programme and must have clear concise objectives.
2. There must be full prior preparation so that the children know the purpose of the visit, what they look for, and what they are expected to find out.
3. The Principal's permission for any trip must be sought at least 2 weeks in advance by completing a Trip/Camp Approval Form (these are available at the Office). Camps must be filed at least 4 weeks in advance.
4. A copy of the appropriate unit plan made available for approval and the final organisation, costs and RAM's to be filled in and handed to the Principal prior to departure.
5. For class trips parents must be advised at least 2 weeks in advance so that financial hardship is not encountered. A notice should be sent home by the class teacher detailing such matters as:
  - a. Date and destination
  - b. Purpose of visit
  - c. Travel arrangements
  - d. What children are required to bring i.e. lunch , clothing etc
  - e. Costs involved
6. Y7/8 specialisation trips should have notification a week in advance.
7. Arrange for adequate supervision. A ratio of 1 adult to 8 students should be considered the minimum.
8. Applications for trips involving overnight absence and/or those which may involve greater danger than those in or about the school require prior approval from the Board of Trustees before planning completion can be finalised.

Applications to the Board must be submitted through the Principal at least 4 weeks before the proposed trip (including RAM's)
9. On completion of the trip, the trip "Finance" sheet must be finalised and handed to the Principal with 2 weeks.

### **b) Inter-School Sports Visits**

This school is a member of the Manurewa Primary Schools' Sports Association (Y5/6) and Counties Sports Association (Y7/8) which sponsors and co-ordinates a very full programme of inter-school sporting activities throughout the year and from time to time we also arrange inter-school sporting activities with other schools outside the umbrella of the MPSSA.

Such inter-school contacts are considered to be extremely important in fostering the physical and social development of our students.

Teachers involved in the organisation of such activities are asked to note the following in relation to such visits:

1. The Principal must be advised when any such visit is being planned and the date time to be recorded on the whole school calendar of events.
2. Parents must be advised by a notice sent home by the organising teacher detailing such matters as:
  - Date & destination, Team involved, Travel arrangements, Costs involved, what to bring etc
3. Information sheet must be handed to Principal the day before departure Teachers involved, children involved, adult assistants, departure time, return time, costs, mode of transport.

c) **Transport for Class Trips, Visits etc**

Whenever possible use our school coach for large numbers. Transport for class trips, inter-school sports fixtures and similar events with smaller numbers, our school vans can be used. **Reminder** drivers must have a full license and be 25yrs +.