

Silver Fern International School Policy

Policy Name	Education Outside The Classroom Experiences (E.O.T.C.)
Policy Number	AP007.01
Effective Date	01/08/2015
Review Date	01/08/2017
Purpose	This policy describes the planning and safety guidelines to be followed for each E.O.T.C. day experiences outside the immediate community.
Background	<p>The goals of E.O.T.C. experiences are:</p> <ul style="list-style-type: none">• To provide students with opportunities to learn outside the classroom, in all curriculum areas.• To promote appreciation of our heritages – local, national and global.• To provide students with opportunities for enjoyment, adventure and challenge, both close to home and far away.• To provide students with opportunities to enhance spiritual, physical and mental well-being through uplifting experiences in a natural environment.• To provide the opportunity for children to develop skills enabling them to be confident and safe in a variety of settings.• To help students develop respect for themselves and others, by providing them with opportunities for personal and social development.
Procedures	<p>The following documentation must be completed for each E.O.T.C. visit:</p> <ol style="list-style-type: none">1. Application for Approval Form2. Parental letter/Permission for Day Trips Form3. Planning and Safety Checklist4. RAM form (unless a copy of the same trip from the previous year is on file) <p>The following items must be taken on each E.O.T.C. visit</p> <ol style="list-style-type: none">1. A first aid kit must be taken2. Individual medication as needed3. The school mobile phone
Referral Documents	Application for Approval Form Permission for Day Trips form Planning and Safety Checklist RAM form