



**Sacred Heart  
Girls' College**

HAMILTON

## POLICY 12

### **EDUCATION OUTSIDE THE CLASSROOM**

*The daily life of the college will be permeated with the values of Jesus Christ and the teachings of the Catholic Church. Special links will be maintained with the Sisters of Our Lady of the Missions as the College Founders and their special charism reinforced in the College.*

#### **1.0 Purpose and Scope**

The purpose of the Education Outside of the Classroom Policy (the EOTC) is to provide students with a consistent planned programme which enriches the curriculum and offers further opportunities for learning, personal growth and social development. Enrichment experiences can be gained by students participating in a range of activities outside the classroom and normal timetabled lessons:

#### **2.0 Guidelines**

The Principal shall:

- 2.1 Provide a spiritual retreat annually for each student.
- 2.2 Foster sporting, cultural and other exchanges.
- 2.3 Ensure activities reflect the ages and stages of development of students.
- 2.4 Ensure financial hardship does not impede any student from involvement in compulsory curriculum-based activity.
- 2.5 Ensure the mandatory requirements of national syllabi are adequately met and funded.
- 2.6 Ensure staff training, where appropriate and that all teachers, adults accompanying students have sighted safety procedures related to the trip and are aware of the responsibilities.
- 2.7 Ensure safety regulations, Risk Analysis Management Systems (RAMS) and the Ministry of Education Guidelines are adhered to, including all procedures identified in the Staff Manual under EOTC. The school's Smoke Free Policy applies on all EOTC activities.
- 2.8 Ensure that at least one adult female is present on all overnight EOTC activities and that the school has delegated supervisory responsibilities.
- 2.9 Ensure that the EOTC Co-ordinator has sighted and signed that all appropriate safety procedures are in place prior to the trip and all EOTC procedures and activities are implemented appropriately and reviewed after the activity.
- 2.10 Advise parents/caregivers of all such trips and obtain their written approval.
- 2.11 Approve all day trips and overnight trips within New Zealand up to five (5) nights in duration including overnight stays within the college. All overnight trips exceeding five nights will require the approval of the Board of Trustees.

- 2.12. Ensure no alcohol will be consumed by supervisory adults or students on all EOTC activities for the overall safety and security of all students.
- 2.13 Ensure Police vetting of non-staff who accompany students on a trip is carried out according to the discretion of the EOTC Co-ordinator.

3.0 This policy shall be read in conjunction with the Board of Trustees Fundraising Policy, Health & Safety Policy and EOTC Overseas Policy.

**REVIEW:**

This policy shall be reviewed by the Board of Trustees.

Review schedule: March Annually

Review next due: March 2019

**REFERENCES:**

1. RAMS.
2. Fundraising Policy.
3. Health & Safety Policy.
4. Education Out of The Classroom Manual.
5. Education Act 1989 EOTC Guidelines.
6. Sports Code of Conduct.
7. NZ Secondary Teachers Collective Agreement.

*Approved by the Board of Trustees at the meeting held on* 26 / 11 20 / 8



**CHAIRPERSON**