

**SCHOOL TRIP NOTIFICATION AND TRANSPORT**

**PROCEDURE**

**RATIONALE**

To provide parents/caregivers/staff with adequate advice of dates of school trips/events so that they may plan in advance.

To provide a safe environment for the students when they participate in Education outside the Classroom (E.O.T.C)

**PURPOSE**

This is to clarify school procedure regarding the organisation, safe travel and supervision of students when participating in E.O.T.C.

**GUIDELINES**

1. **Notice of trip/event** - Wherever possible, and, as a matter of courtesy, parents/caregivers/staff will be given adequate advice as to the date of the school trip/event. This will be done via the school newsletter, Facebook, and the website calendar.
2. **Transportation Using Private Vehicles – Parents, teachers and caregivers providing transport must hold the current relevant NZ driver’s licence. Vehicles used for transportation must be currently warranted and registered*. It is compulsory for all children to wear correctly adjusted and functional seat belts and for children under the age of seven to be in an approved booster seat.***
3. **Supervision** – Adults will be allocated groups of children to supervise at the recommended ratio of adult/children. Children and adults must be advised of the supervision groups before they leave the school grounds. Where more than five children are transported in a vehicle a second adult must be present.
4. **Donation –** Parents/caregivers/staff providing transport may be given a donation in recognition of their support to the school. Should a staff member be required to take a car, they will also be reimbursed.
5. **Responsibility to check on the suitability** of adult assistants will lie with the teacher in charge of the trip/excursion. There may be a need to confirm with the DP or Principal before a final decision is made.

**Review Responsibility*: DP, Office Manager & BOT Staff Rep.***

**Date confirmed: 3 July 2017**

**Principal: …………………………………………………………..**