



## **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. A listing on the Term Events list is advisable.
- 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. Children under the age of seven must be in an approved child restraint.**
- 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.
- 4. Donation** – Parents/caregivers/staff providing transport may be given a donation in recognition of their support to the school. This donation will be worked out on a per person transported basis. Should a staff member be required to take a car, they will be reimbursed as if they have a full car.
- 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:** 9 November 2020

**Principal:** *Karla Mitchell*