

## Reporting on EOTC

EOTC coordinators should be prepared to report to the staff, board of trustees or ECC management, the community, and the Education Review Office about EOTC in the school or centre.

Record details of all EOTC activities in which learners from the school or centre take part. The record will show the pattern of activities, as well as helping with evaluation and future planning. Here are two alternative ways of keeping a record.

1. Keep an EOTC diary or calendar in the staffroom and encourage staff to make an entry before or after each trip, to establish the pattern of EOTC activities.
2. Prepare a chart like the one opposite. Display it in the staffroom during the year, and ask staff to use it to record brief details of all the EOTC activities they are involved in. {Secondary school EOTC coordinators will need to adapt the chart to cover the organisation of classes in their schools. More than one chart may be needed.}

## Chart for recording EOTC Activities (sample format)

School or centre name \_\_\_\_\_

Time period (e.g. Term 1 2002)

<b>Class or Group</b>	<i>Std 1</i>	<i>Std 3</i>	<i>Form 1-2</i>	<i>Whole School</i>
<b>Date</b>	<i>5/2/02</i>	<i>7-8/2/02</i>	<i>11-16/2/02</i>	<i>21/2/02</i>
<b>Activity</b>	Visit to local library	Measuring in the school grounds – size, shape, and pattern.	Study of life in an urban area	Powhiri for visiting school
<b>Language</b>	√	√	√	√
<b>Mathematics</b>		√	(Calculating traffic densities) √	
<b>Science and the environment</b>		√	√	
<b>Technology</b>		(using measuring equipment) √	(Computers in business) √	
<b>Social sciences</b>			√	√
<b>The arts</b>		(drawing shapes) √	(city art gallery) √	√
<b>Physical and personal development</b>	√			√

## **Creating an EOTC Resource File**

Create an EOTC resource file for teachers: this will be useful to all of them. Make it easily accessible and, where possible, link it into existing resource files or directories. Suggested subject headings for this file are listed below.

### **Budgeting and Finance**

- Budgets/accounts/purchases
- Costings from earlier trips
- Forms
- Sources of funding

### **Contact People**

- Their names, functions and telephone numbers

### **Directories**

- Local huts, camps, lodges
- Local sites of interest
- Resource people, e.g., ECDU advisers

### **Emergency procedures**

- For medical emergencies
- For missing persons or parties

### **Equipment sources**

- Equipment pools
- Hire depots
- Local suppliers
- Manufacturers' catalogues
- List of school or centre's EOTC equipment

### **Handouts for parent helpers**

### **Maps**

### **Minimum impact code (environmental)**

### **Ministry of Education circulars**

- Legal aspects
- Safety and supervision

### **Minutes of meetings on EOTC**

### **Planning checklists/guidelines**

### **Policy statements**

- EOTC policy
- Related policies (trips/training)
- Programmes and policies of neighbouring/contributing/receiving schools or ECCs)

### **Promotional material**

- Brochures
- Notes from previous talks
- OHPTs/photographs/slides

### **Reports and evaluations on EOTC**

### **Research papers relating to EOTC**

### **Resources available from outside agencies and advisory bodies**

- Department of Conservation
- Hillary Commission  
Ministry for the Environment
- N.Z. Canoe Association
- N.Z. Mountain Safety Council
- N.Z. Outdoor Instructors Association
- N.Z. Water Safety Council
- Royal Forest and Bird Protection Society
- Teachers' Association/College of Education contacts

### **Risk Management material**

- Accident report forms and records
- Hazard evaluation forms

### **Sample forms**

- Permission (board of trustees or managing body)
- Parental consent
- Equipment lists
- Letters to parents

### **School or centre equipment**

- Inventory
- Insurance policies (copies of)
- Maintenance record
- Logs (for example, to record use of climbing/abseiling ropes)

### **School Lodge file (where appropriate)**

- Repairs and maintenance record
- Insurance
- Management committee meeting records

- Plans
- Operating procedures
- Activity sheets

### **Transport**

- Timetables
- Booking schedules for school or centre vehicles
- Hire firms
- Consent forms