

**Flow Chart- Planning a “*Learning Experience Outside the Classroom*” at the Waitangi Treaty Grounds**

<b>Information Review</b>	Please read the booklet noting suggested times for the activity. Choose the activities and learning objectives from page 7-13.
<b>Booking Contacts</b>	Contact the education officer at 09 402-6719 or <a href="mailto:edofficer@waitangi.net.nz">edofficer@waitangi.net.nz</a> . If no one answers, please leave a message; with contact details- the most useful being an email address. Alternately, telephone Waitangi National Trust 09 402 7437 ext 217.
<b>Numbers and Costs</b>	The costs for the basic programme are \$3.00 per student and no charge for teachers and adults fully participating in the programme. Waitangi National Trust reserves the right to charge for adults above ratio of 2:28 for Years 9-13 and 1:5 for Years 1-8.
<b>Teacher Pre-visits</b>	Teachers are welcome to visit the Treaty Grounds and/ or make an appointment to meet with an Education Officer prior to booking.
<b>Pre and Post Material</b>	The development of material to use in the classroom before and after your visit is ongoing. Please speak to an education officer about your requirements.
<b>Education Programme Availability</b>	The Education Programmes are available Monday-Friday between 9:00-5:00 pm If you require the programme during school holidays or weekends we may be able to accommodate you, please ask. <b>BOOKINGS ARE ESSENTIAL</b>
<b>Evaluations, Student’s Work and School visits by Education Officers</b>	The quality of the LEOTC programme offered by the Waitangi National Trust is ensured by the Ministry of Education. The report of school visits can include samples of student’s work and must include Evaluation by participating teachers.
<p><b>Teachers are welcome to visit the Treaty Grounds to plan their <i>Learning Experience Outside the Classroom</i> and <i>Risk Analysis and Management System</i> free of charge. Please complete the following and hand into Reception.</b></p> <p><b>Name:</b> _____ <b>Contact Details:</b> _____</p> <p><b>School:</b> _____ <b>Teacher Registration #:</b> _____</p>	

