

CHECK LIST FOR CLASSROOM VISITS

Before the Ranger's visit ...

- Purpose:** Have you established your objectives and prepared your class for the visit?
- Activity sheets:** If activity sheets are to be used during the classroom visit, copies should be sent to the Community Education Ranger at least one week before the planned excursion.
- Organise the group:** Coordinate your class to be ready for the scheduled activity commencement time. If delays occur a late start may cause the original time allocation for the activity to be shortened.
- Footwear & clothing** If the activity involves outdoor components please ensure that all students have closed in shoes such as boots or runners and are wearing clothing suitable for the activity, including hats.
- Cancellations:** If for any reason you need to cancel the activity please ring our office number as soon as you are able. Activities may be rescheduled at the discretion of the Ranger to a mutually agreeable time.

During the Ranger's visit ...

- Discipline & supervision:** Rangers are not trained teachers and cannot teach sections of the curriculum. However they can provide opportunities for your class to be involved in observing, recording, discovering and generating an interest in the environment. Throughout the activity discipline and supervision remain the responsibility of the teacher. Rangers will manage the group but will not be responsible for supervising or disciplining children.
- Behaviour:** Encourage students to-
- Follow the advice and directions of the Ranger
 - Listen closely
 - Participate in all facets of the activity
 - Ask questions at the appropriate time, and, most importantly,
HAVE FUN !!
- First Aid:** All Community Education staff are qualified in Senior First Aid and are able to assist should a situation arise.

