



Wednesday 5th November, 2025

Kia ora whānau,

In this letter you will find extensive information about our Education Outside the Classroom (EOTC). Please read this thoroughly and return parent help/permission slips promptly to support us in our planning and organisation.

There is a lot of information below, so if you have any questions, please don't hesitate to contact your classroom teacher.

The Kōwhai Team.

EDUCATION OUTSIDE THE CLASSROOM (EOTC):

Parent help is essential for the trips outside the school and we appreciate the support we receive every year. Parent helpers are a key part of our safety plans and we cannot use parents who have pre-schoolers with them. If you are available, please complete the form below. Closer to the time, you will receive confirmation of your help and necessary details in the weeks prior to the trip.

Please see the descriptions and table below for a list of the wonderful trips, activities and events that we have planned.

● Kōwhai Adventure Day

This event is for all Kōwhai students. Children take part in fun games and activities. All parents welcome!

● Wheels Day

This event is for all Kōwhai students. Children can bring along some wheels for our Wheels Day event (ie. scooters, skates, skateboards). Bikes are not appropriate for this event. Please ensure your child has a helmet.

● Year 2 Wellington Botanical Gardens Trip

Year 2 students travel by bus to Wellington Botanical Gardens. When there they will take part in learning in the Education Center, and spend some time exploring the beautiful Wellington Botanical Gardens. Please note, if you volunteer, you may not be with your child for every aspect of the trip due to rotational activities. The \$20.00 donation for this event can be paid through the Hero App as soon as possible - many thanks.

● Year 0/1 Battle Hill Trip

Year 0/1 students travel by bus to Battle Hill. When there they will take part in a tour of the wool shed, a scavenger hunt and a short walk around Battle Hill. This trip has no fee as we are using KiwiSports Funding to pay for the bus. Please note there is no postponement date for this event.

● Tree Trimming

One of our favourite events of the year is Christmas Tree Trimming. Each child invites one special adult to join them for the morning in making Christmas decorations, and this is followed by carols and a shared morning tea.

We ask that everyone respect the limit of one guest per child. Unfortunately, this means guests are unable to bring preschoolers to this event, and we strongly recommend not bringing infants, as this will limit your ability to fully participate. This is a health and safety issue as even one guest each will mean over 300 people in the Kōwhai classrooms during the morning.

We would like to acknowledge the amazing work of Kayla Kurta and helpers who are in the process of planning and preparing for this event. They have organised the materials for hundreds of ornaments. A day like this couldn't happen without such incredible assistance.

● Carol Singing

This is an event for all Kōwhai children. For this event we walk down to the local retirement village, Whitby Lakes, to sing Christmas carols to the residents. We are very excited to be able to attend this event, as it really is an opportunity to give back to our Whitby community.

END OF YEAR EVENTS CALENDAR

Date	Event	Event Requirements	Parent Help Needed
Thursday 20th November 11.00am - 1.00pm	Year 0-2 Kōwhai Adventure Day	<i>Water bottle, sun hat, good walking/running shoes. Change of clothes.</i>	n/a
Tuesday 25th November 8.30 - 3.00pm Postponement: Wed 3rd Dec	Year 2 Wellington Botanical Gardens Trip	<i>Lunch with extra snacks Water bottle(s) Sun hat. Good walking shoes. Extra jacket.</i>	Parent helpers will assist children where appropriate.
Thursday 4th December 9.30am - 11.00am	Year 0-2 Carol Singing at Whitby Lakes Retirement Village (in the school hall if too wet to walk to the Lakes Retirement Village)	<i>Something Christmassy to wear (optional) Sunhats</i>	Parent helpers to: - Supervise on walk to and from the retirement village
Monday 8th December 8.30am - 3.00pm	Year 0/1 Battle Hill	<i>Lunch with extra snacks Water bottle(s) Sun hat. Good walking shoes. Extra jacket.</i>	Parent helpers will assist children where appropriate. There will be a parent briefing in the hall at 8.30am on the day of the trip. Parent helpers travel by car to this event - please organise carpooling prior to the event or at the parent briefing.
Wednesday 10th December 9.00am - 11.00am	Year 0-2 Tree Trimming NB: Children will bring home an invitation for their special guest on Tuesday 18th November	<i>Small plate of food to share (take to the hall before school) 1 special guest per child Something Christmassy to wear e.g. hat (optional)</i>	<i>NB: No preschoolers please</i> Parent helpers to set up the hall with senior students by: - Putting out morning tea - Setting up Christmas trees NB This needs to be people who are not coming as a child's special guest.
Friday 12th December	Year 0-2 Wheels Day	<i>Bring wheels to school. Helmet is required. No bikes please.</i>	n/a

Year 0-2 EOTC - PARENT HELPERS SLIP

Child's Name: _____ Room Number: _____

Parent's Name: _____

Email: _____

Date	Event	I am available for Parent Help
Tuesday 25th November 8.30am - 3.00pm Postponement: Wed 3rd Dec	Year 2 Wellington Botanical Gardens Trip	Supervising and supporting children at Wellington Botanical Gardens Yes No
Thursday 4th Dec, 9.30 - 11am APPROX	Year 0-2 Carol singing at Whitby Lakes Retirement Village	Supporting children on walk to and from the retirement village Yes No
Monday 8th Dec, 8.30am - 3.00pm	Year 0/1 Battle Hill Trip	Supervising and supporting children at Battle Hill Yes No
Wednesday 10th Dec, 8.30am - 9.00am	Year 0-2 Tree trimming (only those who are not attending the event)	Setting out morning tea and putting up Xmas tree in the hall Yes No

Please return permission slips to your teacher before 14th November

Year 2 STUDENT PERMISSION SLIP

I give permission for _____ from Room ____ to go on the Year 2 Wellington Botanical Gardens Trip and to walk to the Whitby Lakes Retirement Village for the Year 0-2 Carol singing event.

Parent Signature: _____

Year 0/1 STUDENT PERMISSION SLIP

I give permission for _____ from Room ____ to go on the Year 0/1 Battle Hill Trip and to walk to the Whitby Lakes Retirement Village for the Year 0-2 Carol singing event.

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Parent Signature: _____