



Whenuapai School Pre Sports Trip Checklist – Parents and Students

This specifically applies to students representing Whenuapai School in school day sports events. The following needs to be considered and is the responsibility of students and their parents when preparing for and attending sports events outside of school.

Pre Event

- Students should not sign up for an event if they have no intention of participating
- Every attempt will be made to include every student but if circumstances or special reasons restrict a student from participating then parents will be advised accordingly
- Signoff from the Principal for a sports team going out of school will be normally 6-10 days prior to the trip
- A **preliminary sports letter** will be given to individual sports students that signed up, detailing important information and should be returned by the due date listed on the letter giving permission by parents for their son/daughter to attend
- Letters should be returned to the sports box in the main school reception and not to the classroom teacher
- If a student is sick, unwell or has an injury on the day of the event can parents please notify the school office as soon as possible
- A **second final letter** which is a transport form will be sent home to all students showing organisation of transport and which students are travelling in which car both to and from the venue
- The students are required to travel in their allocated vehicles that are stated on the transport letter
- Note that lap belts are not permitted while students are travelling in parent vehicles
- If there is insufficient transport or supervision ratios then the trip will be cancelled and parents that were originally assisting will be notified of this cancellation of the sports trip
- Can parents note the date of the event and meeting time at school if they have confirmed via the preliminary letter whether they are assisting with transport and supervision

Event

- On most occasions the uniform worn will be the students PE gear unless an alternative uniform is allocated
- All students should have the necessary equipment, clothing and adequate food and fluid for the days event
- All students and parents transporting must meet by reception prior to the specified time listed on the preliminary sports letter
- Students should abide by and follow the Whenuapai School Sports Code of Conduct at all times

Post Event

- Students must have fun and enjoy the sports day and attempt to challenge themselves in their performance by:

Respecting Self – Respect Others – Respect their Coaching and Learning Environment

- Students must make sure that they collect all their belongings, bags and equipment prior to being transported back to school
- All students must travel back in the designated vehicle from the venue as stated in the transport letter
- Students must thank the organiser, referees and officials during the day for their support of them
- Students must also thank coaches, managers, supporters and parents transporting for their support

Respect Ourselves – Respect Others – Respect our Coaching and Learning Environment