



St Ursula's Convent School

A Humanities College and Teaching School

**EXTRA-CURRICULAR
POLICY**

**Policy reviewed by:
HEADTEACHER
SLT**

Reviewed	Agreed by Headteacher / SLT	Next review
November 2016	November 2016	November 2017
November 2017	November 2017	November 2018
November 2018	January 2019	January 2020

Extra-Curricular Policy

At St Ursula's Convent School we recognise that classroom-based learning is just one part of the education process. In striving to develop the potential of individuals to the full we offer an extensive range of extra-curricular activities which both compliment and increase learning opportunities for all pupils who wish to participate, whatever their age or ability.

Although there may be auditions or trials for performance work or team games the established principle is that **everyone who wishes to be involved can be**, at a level appropriate to their age and ability.

Most extra-curricular activities take place in the form of School Clubs either at the end of the school day, beginning at 3:15pm or during lunch break.

The Extra-Curricular Timetable is available on our website and outlines the current opportunities available. We encourage all of our pupils to choose some of these enrichment activities.

Aims of extra-curricular activities

- To extend the curriculum beyond that offered in timetabled sessions.
- To allow practice for teams, trials, auditions or performances.
- To enable pupils of different ages and abilities to interact with each other.
- To enable pupils and staff to interact in a somewhat less formal manner. This can improve pupil/staff relationships in the classroom
- To allow non-specialist staff/parents/others with a particular interest or talent to offer their experience and/or time to broaden and enrich the curriculum offered to the pupils. For example, a Science teacher may be a registered Badminton coach and may wish to run an out of hours club.
- To enable pupils to pursue work/targets over long periods of time not usually possible within a normal scheme of work.
- To provide opportunities to undertake work not normally encountered within the routine timetable. This may provide the pupil, and indeed the teacher, with the opportunity to pursue a personal interest or hobby.

Principles

1. Activities and clubs should be open to all pupils and must be organised with this in mind.
2. All extra-curricular activities and clubs are organised with the safety of participants as the major consideration. They must comply with LEA guidelines and relevant school policies.
3. Staff and pupils should be aware of any itinerary, contingency plans, First Aid facilities and emergency procedures.
4. All pupils attending extra-curricular activities must be registered and Reception informed that they are on-site.
5. If for any reason an activity needs to be cancelled pupils and parents must be informed as soon as possible so alternative arrangements can be made.
6. If transport or off site visits are involved, staff must have regard to, and comply with, the school's visits and travel policies and all other relevant policies.
7. For educational visits off campus staff must ensure that the venue, organisation concerned and the transport company are all reliable, legal and safety conscious.

8. If the extra-curricular activity or club has events that take place during normal school hours then the school community need to be informed of dates and numbers involved. Those informed must include all teaching staff and kitchen staff. The office must have copies of all relevant details and copies of letters issued.
9. The results of the extra-curricular activity or club, including photographs, where permission has been granted, should be used in display work and reported in the Weekly newsletter.

Visitors/Guests

At times we are able to utilise visitors to the school as a resource. We value their contribution and welcome the opportunity to draw upon the wider community. However difficulties may arise with visitors who are not accustomed to the school and in order to match expectations to needs it is necessary to follow guidelines:

1. All visitors must have a DBS certificate and bring this and photo ID with them.
2. Reception should be informed of the date and name of the visitor.
3. The visitor must be greeted at reception by the staff member responsible and then escorted to the appropriate venue.
4. Visitors should be given advance notice of the composition of the audience/target group.
5. A pupil should give a vote of thanks and the visitor escorted to Reception at the end of the session.
6. A written acknowledgement of their contribution should be sent to the visitor and appear in the Weekly Newsletter.