

6.27 Extra-Curricular Activities Policy

**Independent Day School for Girls
September 2023**

Policy

The school provides a wide range of challenging and enjoyable extra-curricular activities, to allow students to extend their experience beyond the academic subjects they study. We believe that extra-curricular activities enable pupils to develop interests and skills which will enrich their lives both during their school career and beyond. To ensure a balanced educational programme for each pupil, we believe that the extra-curricular programme should involve every pupil in some extra-curricular activity, but that no pupil should take on too many, which could lead to too great a demand on her free time.

Please refer to the DfE Character Education publication

[Character education framework guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/641212/Character-education-framework-guidance.pdf)

Provision

- As many pupils cannot easily continue at school after the end of lessons, most extra-curricular activities take place during the lunch break, which is correspondingly long.
- Most activities are open to everyone in the appropriate age range, although a few (such as the Chamber Choir) have limited numbers.
- The range and timing of the activities available is overseen by the Assistant Headteacher and publicised early each term. Dates for activities occurring outside of the lunchtime (e.g. Ten Tors) are planned through the Director of Studies following the Outdoor Educational Visits and Offsite Activities Policy using the OV1 forms a term in advance to try and avoid clashes. However, there are occasions where events clashing is unavoidable, and pupils and staff may have to prioritise.
- Sixth-form students are encouraged to help with, or organise, activities for younger pupils. However, a member of staff must have overall responsibility for the supervision of the pupils involved. The supervisor teacher does not necessarily have to be present in the club, but should an incident arise (e.g. a minor accident in a science club), they should be nearby. The teacher must ensure responsibilities outlined for staff below are met in conjunction with the senior student. If another pandemic is experienced - in line with the COVID risk assessment it may not be possible for older students to support activities from other pods.
- Pupils are able to try out any activity for a few weeks, after which they are considered to be committed for the season and should inform the person in charge in advance if they have to miss a session. Attendance at the relevant club at lunchtime is expected of students who hope to be included in school sports teams.
- Decisions regarding any clashes between extra-curricular activities, or between such an activity and a lesson, will be made by the Assistant Headteacher.
- Parents will inform the school if they have any concerns about a student's extra-curricular programme.
- Students must allow time each day to arrange lunch.

Guidelines on Procedures

- 1 Responsibilities of the member of staff running an extra-curricular activity:
 - To ensure that the activity provided is stimulating, enjoyable and appropriate for the age and ability range of the students undertaking it
 - To ensure that the activity is adequately promoted in assembly and through Epraise
 - To ensure that the activity is adequately risk assessed and supervised
 - To monitor the attendance at the activity and inform the Assistant Headteacher of the students who attend
 - To ensure necessary arrangements are made in the event of an activity being cancelled.

- To inform the Tutor/HOY and Assistant Headteacher of any problems (e.g., if pupils do not attend regularly/show appropriate commitment)
- 2 Responsibility of the Tutors
- To monitor the extra-curricular activities of members of their form and to keep the Year Head informed
- 3 Responsibilities of the Assistant Headteacher
- To maintain an overview of the activities on offer to all year groups
 - To encourage new activities where students indicate an interest in an activity not currently on offer, or where it is judged that there are insufficient activities on offer
 - To liaise with individual members of staff running activities and Heads of Year regarding any problems with students' participation in activities to ensure they are resolved
- 4 Responsibility of the Head of Year
- To liaise with other members of staff, students and their parents to ensure that pupils do not take on too much, that their programme is balanced and that their participation in extra-curricular activities does not have an adverse effect on their academic programme
- 5 Responsibilities of the Pupil
- To attend their chosen extra-curricular activity/activities regularly and with commitment, excusing themselves in advance if necessary
 - To take advice from their Tutor/Head of Year in ensuring that extra-curricular activities are not detrimental to their learning in the school curriculum
 - To refer clashes to their Tutor

Conclusion

Implementation of the above policy should ensure each student is given the opportunity to develop extra-curricular interests and skills, without jeopardising progress in their school curriculum.

Policy Written by: KJ/RM	May 2010
Approved by: Governors	
Reviewed annually by: CL	September 2023
Date for Review: SLT	September 2024

Authorised by Governor	
Signed	

Dated	
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