

Queenswood



Co-curricular Policy

Issued by	Deputy Head Pupils
Last review	July' 2021
Circulation	Governor access through Clerk School Website Staff Portal

CO-CURRICULAR POLICY

Policy Statement

A full programme of Co-curricular activities supports Queenswood's aim of providing opportunities for the pupils to explore and develop their personal, creative, cultural, intellectual, physical and spiritual potential. Queenswood is committed to providing a full and varied Co-curricular programme for all pupils with participative opportunities which include art, dance, drama, music and sport. It is believed that, through this programme, pupils will develop self-confidence, leadership skills and the ability to work in a team. They may excel in an activity or participate purely for enjoyment.

Aims and Objectives

The specific aims and objectives of the Co-curricular Policy are:

- to enable each pupil to experience a wide range of Co-curricular activities
- to enable pupils, who show exceptional ability, to excel
- to ensure that a balance is maintained in an individual pupil's programme and that she does not feel undue pressure to concentrate on one area of activity
- to ensure that each pupil feels valued in the contribution she makes
- to encourage each pupil to participate fully in the Co-curricular programme and to provide her with appropriate guidance as necessary
- to acknowledge and celebrate achievement in Co-curricular activities whether conducted within or outside the School
- to enable and empower pupils to organise and lead their own clubs
- to create opportunities for a varied programme to be sustained so that both the arts and sport can flourish within the School
- to enrich the curriculum through academic societies, debating and public speaking and so provide opportunities for extended learning

Roles and Responsibilities

Every member of the educational staff has a responsibility to support the Co-curricular programme in whatever way they can. This responsibility is carried out in two ways: through contributing to the programme and through supporting the pupils' involvement by tracking their programme and by encouraging them in their participation. The Deputy Head Pupils has particular responsibility for the overview of the programme and its proper implementation.

Heads of Faculty and Heads of Department should ensure that their department contributes appropriately.

Heads of Year and Tutors ensure that each pupil has an appropriate timetable of activities and tracks her progress.

Procedures

The Deputy Head Pupils, who is in charge of Co-curricular activities, co-ordinates the scheduling of activities. Activities are programmed at lunchtimes and after school and at the weekend, which allow all pupils to take part in a variety of activities and ensures that clashes between the major areas are avoided.

Sport, Drama and Music each have their own periods of allocation for co-curricular activity, free from significant competition from other clubs. The Directors of Sport, Music and Drama are expected to liaise with one another to avoid clashes where possible.

Tutors and Heads of Year provide guidance and advice to the pupils in their choices and monitor each pupil's Co-curricular programme to ensure that it is balanced and appropriate in terms of commitment.

Where a pupil feels she is torn between two activities, the members of staff concerned must put the interests of the pupil first, agree a priority for her and settle the issue as soon as possible so that she is not put under additional pressure.

Monitoring and Assessment

A pupil's Co-curricular programme is monitored by her Tutor and her involvement is commented on in reports. Heads of Year also have an overview.

Though many pupils do more, guidelines for the number of activities pupils should pursue are given as follows:

Year 7 and 8:	4
Year 9:	3
Year 10:	2

The programme of Co-curricular activities is maintained under constant review.

PAID ACTIVITIES

Aim

To clarify for staff, pupils and parents the procedures for signing up for a paid activity, terminating a paid activity or cancelling an individual lesson and the processes that will be employed by staff to monitor pupils' attendance at paid activities. This document does not cover the Leiths' Course run in the Sixth Form.

Procedure for Signing Up

Parents complete the Paid Activity Form in the Joining Literature, or notify the school indicating which paid activity they would like their daughter to take part in, and she is able to start as soon as there is a space available. Once a pupil has been allocated a place in a paid activity, this takes priority over all other activities, apart from curricular activities, e.g. Field trip, Theatre trip, Careers talk or School examinations that take place in lesson times. Departments organising such events should put a list of pupils out of school on the portal as soon as possible, and pupils should take the initiative to talk to their paid activity teacher in advance to flag up their absence. At least a week's notice is required, and if this is not given, then the lesson is charged.

Missed Lessons

1. If a pupil needs to miss a lesson for any other reason, notification must be given in writing at least one week in advance.
2. If a pupil misses a lesson due to illness, the lesson is charged. In the case of long-term illness (a week or more not in school), lessons will not be charged.
3. If a pupil misses a lesson without notice, she will be emailed asking for an explanation. Her Tutor will be copied in and should follow up with the pupil. It is courteous for the pupil to explain the absence, and if appropriate, to apologise. Failure to do so may result in a school sanction.
4. If no written notice is given, lessons will be charged. Retrospective verbal excuses/reasons cannot be accepted.
5. If parental written notice is shorter than one week due to illness or an emergency, e.g. medical / dental / orthodontic appointment, lessons are charged, although the department may use their discretion.
6. **During Study Leave, School Examination Weeks, Enrichment Weeks and Public Examinations, teachers may either not schedule lessons, or in some circumstances in discussion with the pupil, they may arrange lessons.**

Notice to Parents

1. Parents will be notified in writing for ongoing unexplained absences.
2. If no communication is received from parents and further lessons are missed (maximum 5) another letter will go to parents indicating that we are taking this as the commencement of the notice period (as outlined below) and that the parents no longer wish their daughter to continue with this activity.

Termination of Lessons

Notice is required in writing if lessons are to be discontinued at the end of that term.

If notice is given between teaching week 1 and 5 of the year, lessons stop at week 10

If notice is given between teaching week 6 and 10 of the year, lessons stop at week 15

If notice is given between teaching week 11 and 15 of the year, lessons stop at week 20

If notice is given between teaching week 16 and 20 of the year, lessons stop at week 25

If notice is given between teaching week 21 and 25 of the year, lessons stop at week 30

Rotational Music Lessons

It is essential that Music Staff fill in the lesson times on the pupils' blue instrumental lesson card as far in advance as possible, so that the pupils can get their card signed a week in advance by the member of staff whose lesson she will be missing. This will enable the pupils to be as organised as possible, and enable classroom teachers to know where the pupils are.

Beginning of the Academic Year

The Deputy Head Pupils will write to parents with the Co-curricular programme and explain the procedures in this document.

Other school related policies and procedures

- Aims and Ethos
- Pastoral Care Policy
- Personalised Learning Policy