

PLASHET SCHOOL



Working together to promote & celebrate achievement

Extracurricular Policy

Applicable from 12th June 2024

A handwritten signature in black ink, appearing to read 'Irene Papadopoulos', with a long horizontal stroke extending to the right.

Signed:

Chair of Governors

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1. Aims and scope

We offer a broad and challenging curriculum for our students throughout our timetabled lessons but acknowledge that extracurricular and enrichment activities play an essential part in enhancing the educational experience of all our students, supporting the development of skills and strengthening wellbeing. We are committed to supporting the ongoing personal development of our students through offering them a wide range of opportunities to help build their resilience and confidence.

This policy sets out our approach to planning and operating out of hours learning opportunities for our students. Our Standard School opening times for students are from 8.30 am to 4.00 pm Monday - Friday, therefore any activities that take place at the following times will need parental/carer consent before they take place.

- After school
- Before school
- Holidays
- Lunchtimes
- Weekends

The aims of the enrichment programme at Plashet School are:

- To extend the curriculum beyond that offered in timetabled curricular lessons
- To offer activities to students which support and enrich the curriculum
- To use specialist speakers, institutions, and partnerships to enhance provision
- To provide the opportunity for visits to venues of specific interest, as appropriate
- To provide external and in-school projects and competitions which extend and enrich the opportunities available to students

2. Legislation and guidance

Elements of this policy are based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education 2023

3. Roles and responsibilities

3.1 Head Teacher

The Head Teacher is responsible for:

- Approving staff requests for out of hour enrichment opportunities, including having final authority to approve any educational visit of less than 24 hours

- Making sure staff, including the Educational Visits Coordinator (EVC), have received any necessary training if the enrichment opportunity involves an educational visit off our school site
- Working with the Governing Board to approve residential trips of more than 24 hours

3.2a Assistant Head Teacher with responsibility for **Extracurricular** and **Out of Hour Activities** is responsible for:

- Ensuring that all enrichment activities have been adequately planned and approved by the Head Teacher before student involvement
- Ensuring that Health and Safety requirements are met for all enrichment activities which occur on and off the school premises, including the prior assessment of risk
- Liaising with Curriculum and Subject Leaders to ensure that a balanced programme of enrichment activities are offered across the school
- Encouraging staff to offer a broad and varied programme of enrichment activities
- Liaising with and supporting the Duke of Edinburgh Award Lead in running the Award programme for Years 9 and 10 (Bronze and Silver) and verifying evidence submitted by the participants.
- Monitoring student participation
- Following up the views expressed via the Year Councils and School Council
- Promoting the programme of enrichment with staff, students and parents/carers
- Providing advice and guidance for staff and students who run or participate in enrichment activities

3.2b Assistant Head Teacher who is the **Educational Visits Coordinator (EVC)** (if required) is responsible for:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and a designate suitable Visit Lead for each visit
- Assess outside activity providers
- Advise the Head Teacher and Governing Board when they are approving visits
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.3 Enrichment Leader

Every extracurricular offer will have one member of staff designated as the Enrichment Leader. The Enrichment Lead will:

- Be clear in the overall aims and objectives of the extracurricular offer they wish to lead
- Complete the preliminary planning of their extracurricular offer taking into account the Health and Safety risks to students, staff and volunteers and any financial costs involved in the sessions and submit the appropriate paperwork to the Assistant Head Teacher with responsibility for Extracurricular and Out of Hours activities
- Design enrichment offers that sustain, garner, and develop the interest of the students
- Assign staff and volunteer roles, as needed
- Maintain accurate registers of those students participating in the enrichment offer
- Make sure the needs of everyone taking part are considered, including coordinating any additional support needed
- Communicate key details about the enrichment and all locations to staff, students and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for students and others
- Evaluate the effectiveness of the offer with participating students at the end of the extracurricular offer and share findings with the Assistant Head Teacher with Extracurricular oversight

3.4 Staff

- Support the enrichment programme by promoting activities amongst the relevant year group(s) to enable students to make appropriate choices, and never deter students from being involved

4. Planning and preparation

- The extra curricular programme runs across three academic terms and there will be opportunities for all staff to contribute ideas for new sessions
- Each term, all staff and SLs/CLs will be asked what they would like to offer as extracurricular opportunities for our students
- The Enrichment Leader for each offer will need to complete the appropriate Google Form and submit to the Assistant Head Teacher with responsibility for Extracurricular and Out of Hours activities. The information that is required will include:
 - the aims of the sessions
 - The days and times of the sessions
 - The dates the sessions are running from and to
 - The names of staff members leading the sessions

- o The room(s) used for the sessions
- Once the information has been collated and the offer approved, the Enrichment Leader should draft a letter and share it with the Assistant Head Teacher with responsibility for Extracurricular and Out of Hours activities for approval via the Head Teacher's PA.

5. Communication and Consent

- The Enrichment Leader should include the following information in their draft letter to parents/carers:
 - o the aims of the sessions
 - o The days and times of the sessions
 - o The dates the sessions are running from and to
 - o The names of staff members leading the sessions
- The Enrichment Leader should collect responses from the students and then generate a register which must be shared with the Assistant Head Teacher.

6. Out of Hours Procedures

- No student is permitted to be on site out of hours unless they are in a supervised session. No student is permitted to take part in a session unless the Enrichment Leader, responsible for that session has received a reply slip from parents or carers, granting permission.
- Once all reply slips have been received, an updated student list must be sent to the appropriate Assistant Head Teacher with responsibility for Extracurricular and Out of Hours activities, who will inform South Reception of the session times, location and names of students and staff involved.
- At the start of each session, a paper copy of the register should be taken. This needs to be brought outside in the event of an emergency evacuation. The session leader needs to send a copy of the register to the Assistant Head Teacher with oversight after each session.
- For sessions taking place before 08.20, the staff member leading the session must meet students at the Pedestrian Gate on Plashet Grove. Once all students have arrived, they should then be escorted to their session via South Reception.
- For sessions taking place at the end of the school day, staff should escort all students off school premises via the Pedestrian Gate on Plashet Grove, accessed via South Reception and wait with those being collected by parents/carers. Sessions should end promptly at the designated time. All sessions should end no later than 16:55 to ensure all students are off site by 17.00 at the very latest.
- In the event of any session being cancelled, the students, the Subject or Curriculum Leader, Assistant Head Teacher with responsibility and South Reception should all be informed at least 24 hours in advance. If any session is cancelled due to staff illness, then this information should be given with as much notice as is reasonably possible.

7. Use of the North and South Libraries outside of standard school hours

- In the mornings, both libraries open at 8:30am
- After school, the North Library is open until 4pm each day for Years 7 and 8 and the South Library is open until 4:30pm for Years 9 - 11.
- Students must sign in on arrival and names are recorded on a spreadsheet which is shared with staff on South Reception. Staff in both libraries have radios, so they can be contacted if a particular student needs to be located.

8. Emergency procedures

- If the session is run at lunchtime, the normal procedures should be followed in an emergency situation. If there is a fire bell, students should be evacuated calmly and through the applicable route as set out in the Fire Evacuation Policy.
- If the session is run at lunchtime and there is an incident where someone requires First Aid, either a phone call should be made to the North Office or South Reception and a request for a First Aider made. Or, if there is access to a walkie talkie, contact can be made.
- If a student requires the bathroom during a lunchtime session, they should take their planner and go to the nearest bathroom, where a washroom attendant will support them.
- If the session is out of hours on a holiday or weekend, there will be a First Aider available and a washroom attendant to supervise bathroom visits.
- If the session is out of hours and there is an emergency, the Enrichment Lead must evacuate following the normal procedure:
 - Lead the evacuation of the students in their care to the assembly point
 - Bring the register to the assembly point
 - Organise the students into a line in silence and take a register
 - Report to the most senior person on site if all students are present or if any students are missing.
 - All other staff should evacuate the building in a calm and orderly manner to their designated assembly area.
 - On hearing the evacuation alarm all staff and students are to evacuate the building in a calm and orderly manner. Staff are expected to act as fire wardens and carry out a sweep of rooms along their evacuation route to ensure all occupants have left the building.

9. Review

For extracurricular activities that are offered as part of our termly timetable of enrichment opportunities, the Enrichment Leader should evaluate the effectiveness of their offer with participating students and share their findings with the Assistant Head Teacher with responsibility of Extracurricular and Out of Hours Activities.

This policy will be reviewed every 3 years by the EVC and Head Teacher and presented for ratification to the Curriculum Committee of the Governing Board. At every review, the policy will be shared with the full Governing Board.

10. Links with other policies

This policy links with the following policies and procedures:

- Accessibility Plan
- Behaviour Policy
- Child Protection & Safeguarding Policy
- Educational Visits Policy
- Equality, Diversity and Inclusion Policy
- Fire Evacuation Procedures
- First Aid Policy
- Health and Safety Policy
- Special Educational Needs (SEN) Policy
- Supporting Pupils with Medical Conditions Policy

Application for a School Event or Visit

Date of Event or Visit		
Event or Visit details and how this will support teaching and learning.		
Lead Teacher and staffing Please give names of all staff attending		
Department		
Year Group	Tutor Group	Number of Students
Venue: Please state whether internal event/external (Give full address with postcode)		
Timing		
Cover Implications		
Organisation requirements/room changes		
Travel arrangements		
Lunch arrangements		
Signed: Curriculum/Subject Leader:	Date:	
Signed LT Line Manager:	Date:	

To be submitted at least 3 weeks before the event/visit to the Head Teacher

This section must be completed by the visit Lead Teacher

Cover Operator: Please remove this section and pass to the North/South Office

Date of Event/Visit:
Teacher Responsible:

Information to be given to School Canteen:

Numbers requiring packed lunch

Total number of students attending trip

This trip does not affect school lunch provision