

ST MARGARET'S
SCHOOL

Co Curricular and Enrichment Policy

Reviewed and updated August 2022

Next Review: August 2023

St Margaret's Co Curricular and Enrichment Policy

Key Documents

This Co-curricular policy has been written with reference to:

- Keeping Children Safe in Education 2022
- St Margaret's School Safeguarding Policy
- St Margaret's School Development Plan
- St Margaret's School Supervised Study Protocol
- St Margaret's School Missing Child Policy
- St Margaret's School Remote Working Policy
- The school's Visiting Speakers Policy
- St Margaret's School Educational Trips and Events Policy

1. Co-Curricular Policy

- 1.1. St Margaret's School ("the "School") offers a broad education that seeks to develop its pupils in preparation for future pathways. Co-curricular activities are run to give pupils the opportunity to develop interests beyond the taught curriculum and develop the values, skills, and behaviours they need in life.
- 1.2. All pupils receive a rich provision of classroom and other activities which help to develop characteristics such as resilience, a love of learning, leadership, the drive to better oneself and social responsibility which underpin success and impact on the world in later life.
- 1.3. The taught curriculum is therefore complemented by timetabled enrichment as well as lunchtime, after school, weekend, set piece events, link events with other schools, educational visits, and other informal opportunities for pupils. Staff and external providers run activities which allow pupils to develop their interests, form new skills, enhance personal and social qualities, and increase awareness of moral and cultural issues within the global community.
- 1.4. The School recognises its duties pursuant to the Equality Act 2010 and pupils will not be discriminated against based on their protected characteristics. The School will make reasonable adjustments to allow any pupils with disabilities to enjoy as wide a range of opportunities as possible.

2. Aim

The aims of the co-curricular and enrichment endeavours in the School are:

- To extend the curriculum beyond that offered in timetabled curricular lessons
- To offer activities to pupils which support and enrich the curriculum
- To provide all staff and pupils with the opportunity to develop and pursue hobbies and interests
- 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 pupils

- To provide pupils with opportunities to meet with, and work alongside, pupils from other schools and institutions
- To facilitate pupil leadership opportunities
- To enhance the professional development of the School's staff by developing specific expertise which can then be used to run activities
- To offer activities which enable pupils of different ages to interact with pupils and staff in new contexts
- To facilitate a wide range of diverse activities for all age groups

For specific details in respect of PE, Sports, Music, and Drama, please see these departments' separate handbooks.

3. Roles and responsibilities

Staff

- 3.1. Every member of the School's educational staff has a responsibility to support the School's co-curricular programme in whatever way they can through contributing to the co-curricular programme and through supporting pupil involvement by tracking their programme and encouraging pupil participation.
- 3.2. Heads of Faculty and Heads of Department should ensure that their department contributes to the co-curricular programme appropriately.
- 3.3. Staff are expected to offer enrichment and programmes which meet the aims of this Co-curricular Policy. Clubs should be designed to sustain, garner, and develop the interest of pupils.
- 3.4. All co-curricular activities must be overseen by a member of staff who is responsible for the administration and supervision of the activity. The member of staff responsible for the activity may employ remote supervision where appropriate for the specific activity or use the support of Prefects to coordinate certain aspects.
- 3.5. Staff should not pressure pupils into joining clubs, and likewise should not deter pupils from joining clubs.

Form Tutors and Heads of Year

- 3.6. Heads of Year and Tutors must ensure that each pupil has an appropriate timetable of activities, and their progress is tracked.
- 3.7. Heads of Year and Tutors should provide guidance and advice to the pupils in their choices and monitor the co-curricular programme to ensure that pupil commitments are balanced and appropriate.
- 3.8. At the point of club selection, Form Tutors will be responsible for the timely gathering of information to compile registers. Form Tutors will take an active interest in their tutees' co-curricular interests and actively monitor them.
- 3.9. Form Tutors must communicate issues to the School's Careers Coordinator or Events Officer promptly. However, pupils must be made aware that invariably there will be clashes and they will need to take responsibility for their choices.

Co-curricular Lead

- 3.10. The School's co-curricular programme is overseen by a Co-curricular Lead who is a member of the School's Senior Management Team (SMT) and whose work is supported and administrated by the School's designated administrative support. There are other crucial supporters of the co-curricular programme, including teaching staff and the Directors of Music, Sport, and Head of Drama, Heads of Department, leaders of outdoors education initiatives and others.
- 3.11. The Co-curricular Lead will audit and evaluate the co-curricular programme each year usually via feedback from pupils, parents, developing trends, staff running activities, oversight of the programmes across the year, observations across the year and staff appraisals.
- 3.12. The Co-curricular Lead will meet regularly with the Directors of Sport, Drama, and Music, as well as the member of staff in charge of community service, to ensure that a wide balance and range of activities is maintained, that planning meets the needs of pupils, and that staff are used appropriately.
- 3.13. The Co-curricular Lead will work with external providers, institutions, and internal staff to offer exciting opportunities for pupils on a planned and rolling programme.

The School's Co-curricular Lead can be contacted at c.harrison@stmargarets-school.org.uk or 0208 416 4462

4. Procedures

- 4.1. Throughout the School there is a commitment to offering a variety of co-curricular activities for all pupils, and all staff are expected to take part in the programme of activities, clubs, and trips.
- 4.2. A termly schedule ensuring appropriate timings and provision of all co-curricular activities is published and is available for all pupils, staff, and parents on the My School Portal website and SoCs.
- 4.3. A separate schedule for sporting fixtures and arrangements will be published to parents by the School's PE Department on SoCs.
- 4.4. The Co-curricular Lead co-ordinates and has oversight of the scheduling of most activities with the exception of Sports, Drama, Music, LAMDA and peripatetic lessons where responsibility is delegated to Heads of Department or administrators. They work together to manage the staffing contributions and pupil participation in programmes.
- 4.5. Activities are programmed in the timetable, lunchtimes, 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 as far as possible.
- 4.6. 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.
- 4.7. Where a pupil feels torn between two activities, members of staff concerned must put the interests of the pupil first, agree a priority for them and settle the issue as soon as possible so that the pupil is not put under additional pressure.
- 4.8. Pastoral staff and club leaders should work with the pupil to help them to understand that they may not get their first choice of club immediately, but that with delayed gratification will come personal growth.

Planning ahead

- 4.9. Staff will commit to their activities and enrichment plans in the summer term before each new academic year begins. Expressions of intent to run clubs should be submitted by the summer term. This will involve a conversation with a Head of Department or Faculty, or the Co-curricular Lead to determine the spread or need of the pupils and the School.
- 4.10. In many cases the club is led by the skillset and interest of staff and the pupil audit surveys/Pupil Council feedback, however there are times when a need arises for the School which will require a member of staff to train/develop skills or lead a club in an area which is not their first choice or preference, but which meets the whole School aims or a need within the pupil body.
- 4.11. Staff should expect to plan and offer an overview of their activities in the summer term which precedes the academic year in question.
- 4.12. Some clubs will have a maximum enrollment. Each club will have a minimum enrolment requirement of 4. Where this minimum enrolment is not achieved, or maximum enrollment exceeded, pupils will be notified and provided an opportunity to enrol for an alternative activity.

5. Timetabled enrichment

- 5.1. Enrichment is a timetabled slot within the school day for Years 7-13 pupils .
- 5.2. Pupils will be able to choose from a range of activities and are expected to commit to the activity for at least for one term, with some clubs requiring a longer commitment. The expected commitment will be communicated to pupils prior to choices being finalised.
- 5.3. Pupils will attend a 'fair' at the start of term where staff will advertise their clubs, and then form time will be used to discuss the best selections for the pupil that term. Time will be given to making the right selection, considering the time commitment which is expected in the longer term.
- 5.4. Owing to limited availability on some timetabled clubs, pupils will usually be asked to select a 'top 3 clubs' they would like to attend that term and the aim would be to satisfy pupil choice as far as possible across the course of the academic year. pupil choices should not be based on ensuring they 'sit with a friend' but should be led by interest and teacher guidance on personal development.
- 5.5. To ensure fairness, clubs will be allocated usually through the SoCs allocation system. A system of allocation beyond this for heavy over-subscription will be based on club leaders deciding pupil suitability for the club, form tutor knowledge of the pupil and conversations with the pupil. If demand consistently outweighs supply then further resource may be deployed in future sittings to satisfy popular choices. The aim is always to ensure as many pupils can access high demand clubs as possible, but also to offer some challenge to pupil selection to develop new interests and skills, which may involve asking pupils to step outside of their comfort zone to encourage personal growth and ultimately settle on a different choice.
- 5.6. Pupils will be informed which club they have been allocated usually by checking their timetable through the My School Portal platform online. They should speak with their Form Tutor in the first instance if there is an issue with club selection or they have not had their choices satisfied across the course of year.
- 5.7. Pupils should expect to be in a club with a variety of pupils from different year groups and form groups. Should there be any issue with friendships or tensions, the Head of Year will alert the club leader and the Co-curricular Lead. However, the School's expectation is that pupils

- will learn to work with those other than in their immediate friendship circle and on new activities for personal development and growth and to enhance personal knowledge and skills.
- 5.8. It is expected that staff, club leaders and Form Tutors positively promote the co-curricular programmes at all times, seeking to support and challenge pupils where necessary and generating a love and enthusiasm for new learning and personal development.
 - 5.9. Staff are expected to register pupils in their enrichment lessons, following up immediately with the office if a known attendee is absent.
 - 5.10. Staff may lead enrichment sessions where there is an academic qualification, outcome or set of skills attached to them. These leaders are encouraged to share successes with the SMT and the Cocurricular Lead regularly, sending images and other information to staff and the School's marketing team, as well as sending praise home to parents and nominating pupils for whole School recognitions such as the Head's Award. This also serves as internal marketing for the club when it comes to pupil selections next time round.
 - 5.11. Where clubs are timetabled, staff should arrange cover in the usual way through the cover system.

6. Lunchtime and after school enrichment

- 6.1. It is in the School's aim to offer a range of activities during weekday lunchtimes as well as after school. In addition to timetabled enrichment, staff may also choose to offer a club at lunchtime. If staff are unable to offer a club during enrichment slots, e.g. because they are teaching or their working hours do not extend to these times, a lunchtime or after school slot will be expected as a matter of course.
- 6.2. Lunchtime and after school slots will typically last 35 minutes and may work around duties or pupil lunch rotas.
- 6.3. If there is a clash, staff club leaders may seek out a lunchtime pass for pupils from the Activities Coordinator. It is the club leader's responsibility to ensure there are as few clashes as possible either through running their club another half of lunchtime or another day. The aim is to have as many pupils attend the club with as few requiring early lunch passes as possible.
- 6.4. For clubs running after school, the member of staff running the club is responsible for registering pupil attendance, following up absences and seeing pupils off-site and knowing how they are getting home. They should refer to out of hours and supervised study protocols for further details.
- 6.5. If lunch or after school clubs are run remotely, staff should ensure that this is communicated to the relevant members of staff as a working arrangement and clubs are run only through Google Meet adhering to the School's Remote Working Policy. Attendance and participation should be monitored and followed up in the usual way.

In the event of cancellation of a lunch or after school club the appropriate member of staff should contact the club attendees, copying their line manager, to confirm the club will be cancelled.

7. Planning and running events

Events onsite

- 7.1. All teachers across the course of the year will be involved in running, coordinating, or supporting one-off events onsite. These can range from subject specific enrichment days or

national days of celebration, to pastoral, careers, and skills development events. The event leader will ensure onsite events are put on the calendar at least a term in advance.

- 7.2. Staff wishing to run an event onsite should follow the School's Trips and Events Policy, and are expected to speak with their line manager in the first instance.
- 7.3. The event leader must take responsibility for the administration, running and agreed delegation of responsibilities, as well as communication in advance of arrangements to the community and relevant parties. The relevant internal planning and advance communication of events should follow School procedures.
- 7.4. The School runs bigger annual events, such as the 'Arts Festival', for which staff should plan events well in advance. Whilst there is usually a coordinator for these events, staff should be mindful of overusing the same pupils repeatedly where school work, tiredness, known pastoral issues or perceptions of favouritism may come into question. Good practice of sharing information, pupil lists in advance, and an approach of inclusivity is required.

Events offsite

- 7.5. All activities involving offsite trips and visits must comply with the School's Educational Visits Policy.

Registering Pupils

- 7.6. Registers of pupils attending co-curricular activities are taken by the supervising member of staff. Timetabled enrichment and co-curricular activities will be preloaded on the Socs and My School Portal system, with club leaders taking registers through Socs. One-off events may be registered by the staff lead with the appropriate channels used to communicate attendance.
- 7.7. Registers will be created based on which pupil signs up to which activity. The list of pupil activity will be loaded onto SoCs by the administrator supporting cocurricular. The member of staff leading the club will be responsible for taking the register and following up absences and lateness as necessary.

8. Paid cubs and external support

- 8.1. Where possible staff should not charge parents for clubs which take place in timetabled time. However, lunch time, after school and weekend events may incur an additional charge.
- 8.2. Any person being brought on the School's premises on a regular basis must undergo appropriate checks in accordance with Safer Recruitment and Keeping Children Safe in Education 2022 and must be referred to HR in advance of starting and is subject to the usual checks prior to starting as per safer recruitment practices. A model for payment should also be discussed in advance with the leader's line manager and the bursary before communication with pupils. There will then follow safeguarding training and induction, arrangements for which can be discussed with the School's Designated Safeguarding Lead who can be contacted at j.chatkiewicz@stmargarets-school.org or 0208 416 4535
- 8.3. Any external speakers or worship providers must go through the usual practices set out in the School's **Visiting Speakers Policy**.

9. Link events with other schools

- 9.1. Planning and coordination for link events with other schools must begin with as much advance notice as possible to ensure the right school, pupils and events can run. Usually, link events are run between a department, year group or section. Staff are encouraged to use their contacts in other schools to maximise the likelihood of running link events.
- 9.2. Planning and running of link events should be accompanied by a discussion with a member of SMT or Head of Faculty to agree the aims for the event, and to ensure the aims are shared with all those involved.
- 9.3. The planning protocols for internal events apply to link events. Staff should ensure that they have considered the 'bigger picture' and the likely impact of the event on the rest of the School, and that space, rooming, equipment, staffing, a well-organised programme, hosting, food, and drink are all factored into the event.

Staff should refer to the School's Hosting Events and Fixtures Protocol for more information.

10. Following up on events

- 10.1. Pupils are given the opportunity to feedback on the School's co-curricular provision through the Student Council, form time discussions and a termly survey. They are also encouraged to take a leading role in the creation and running of clubs under the guidance of a member of staff.
- 10.2. A record of the activity (which may include photographs and video) may be taken for the School's marketing purposes, for example on the School website, on social media, or in the School's newsletter, magazine or other marketing collateral. Records of co-curricular activities may also form the basis of display boards for occasions such as School Open Days. Staff should contact the School's marketing team ahead of any event with relevant details and follow instruction, and use a school camera.
- 10.3. In the event of remote learning, staff will endeavour to put on their usual activities remotely or find suitable alternative offerings to pupils centred on group activities or individual contributions.
- 10.4. Staff overseeing or running a club must report regularly to the Co-curricular Lead directly or via their Heads of Department through department minutes, emails, or conversations.
- 10.5. Any staff who lead a one-off event or link event should ensure they gain feedback from the pupils following the event, feeding back to line managers and those invested as appropriate. Staff should always think about the pupils involved and make every effort to praise and reward pupils for their efforts after participation through the usual school systems.

11. Review

This Co-curricular Policy will be reviewed by the Vice Principal of the School, with the Co-curricular Lead, on an annual basis.