



CO-CURRICULAR ACTIVITIES POLICY

This policy relates to all sections and activities of the school e.g. the Senior School, the Junior School (including EYFS), Wrap Around Care, Offsite Activities and School run Holiday Activities or Clubs.

1 MISSION

1.1 At Red House School, we aim to create a balanced curriculum which has breadth as well as depth. We seek to develop a child's full potential by fostering the individual's talents and interests. Our co-curricular activities programme helps increase social awareness, social skills, group responsibility and empathy amongst peers.

1.2 Red House is committed to giving all pupils access to a wide range of educational experiences. It is recognised that education is not only the imparting of academic knowledge. Our aim is to provide a happy, caring and organised environment in which pupils can develop to the best of their ability and fulfil their potential. Therefore, all pupils are encouraged to participate in the co-curricular activities and events on offer. There is an inclusive ethos throughout the school. Pupils with a disability are also encouraged and we will make reasonable adjustments to aid their participation.

1.3 The School will always endeavour to offer an extensive and comprehensive range of co-curricular activities to all pupils at Red House.

1.4 Current types of activity provided include:

- Sport
- ICT
- Music
- Drama
- Other Clubs (Minecraft, Art Club, 'The Spires' (Junior Oxbridge Club), etc.).

2 AIMS

2.1 The aims of the Red House co-curricular activities programme and policy is:

- To enable our pupils to sample and enjoy a broad range of activities and pursuits.
- To allow children to extend their enjoyment of particular areas of learning through more in-depth study.
- To encourage our pupils to develop friendships between age groups and build a cooperative ethos.

3 OBJECTIVES

3.1 The objectives of our co-curricular policy are:

- To ensure that staff, pupils and parent are fully informed of procedures regarding co-curricular activities.
- To ensure that parent and outside providers are aware of their responsibilities.
- To provide a safe environment within the school.

4 PROCEDURES

4.1 Our co-curricular activities fall into the following categories:

- Lunchtime activities.
- After school activities.
- Occasionally weekend activities.

4.2 Lunchtime procedure:

- If applicable, pupils in EYFS to be collected from their class rooms by appropriate teacher, or coach.
- Pupils in the Junior School or the Senior School to meet the teacher or the coach in the designated area for that specific activity.
- Pupils are not to be left unaccompanied at any time.
- Registers should be completed at the beginning of each activity.

- If applicable, pupils in EYFS to be returned to their class on time for registration by the appropriate teacher, or coach.
- Pupils in the Junior School and the Senior School are to be dismissed on time for afternoon registration in an orderly fashion, corresponding with school rules.
- Those pupils doing a co-curricular activity over lunch, to be given a lunchtime activity pass, where appropriate, to allow them quick entry to the dining hall.
- It is the responsibility of the pupil to remember the time, date and location of club. This information will be circulated to parent by the Head of the Junior School and the Assistant Head (Operations) in the Senior School and will also be displayed in school; however, staff are not required to remind children to attend.

After school procedure:

4.3 Before the activity commences:

- At morning registration, pupils will have reported to their class teacher/form teacher if they are staying for a club after school and if they require a snack. Alternatively, they may be staying for 'Tea and Prep 1' (4.00-5.15pm) or 'Tea and Prep 2' (4.00-6.00pm). This will be recorded on ISAMS by the class teacher/form teacher.
- Ahead of the end of the day, the school secretaries will print off the ISAMS list and club list and these will be given to the member of staff supervising After School Care.
- The school kitchen staff will organise refreshments and a snack for the pupils requesting a snack and/or stay for 'Tea and Prep 1' or 'Tea and Prep 2'. The refreshments will be served in The Barn (Junior School) and the Dining Hall (Senior School).
- If a co-curricular club needs to be cancelled, this will be in agreement with the School's Senior Management Team (SMT) and parent will be notified in advance by the school secretaries on both sites.

4.4 During the after school co-curricular activity:

- All pupils to be collected from either The Barn (Junior School) or the Dining Hall (Senior School) by the teacher/coach leading the club. In the Junior School, pupils are sent directly to the club by the Class Teacher if the club has a 3.30pm start. In the Junior School, pupils whose school day finishes at 3.30pm but whose club starts at 4pm, are held in Wrap around Care in The Barn until 4pm.
- Each teacher/coach to have and take a register for each of their clubs at the start of each session.
- Any pupils unaccounted for, the teacher/coach to communicate with the school secretary, and the Head of the Junior School/Deputy Head (Head of the Senior School) if required.
- All involved must maintain punctuality – pupils to the activity, teachers/coaches must keep to time, parent need to be on time to pick the pupils up. If there are special circumstances that prevent the above from occurring then all parties must be notified.
- All pupils are to be escorted to the front of the school at the end of the session by the teacher or coach and remain with the pupils until they have been collected.
- If a parent is running late, the pupil must be taken back into school by the teacher/coach and will stay at Tea and Prep until collected or Session 6 for Junior School pupils up to Year 5.

5 RESPONSIBILITIES

5.1 Teachers and coaches:

- To provide at one weekly co-curricular club, activity or team that enriches the schools learning programmes and provides extension/discovery opportunities for the pupils.
- All teachers (part-time and full-time) are expected to become involved in the School's co-curricular programme and new staff undertake to participate in this programme as part of their Contract of Employment.
- To promote and celebrate the club, activity and team in a proactive and positive manner.
- To support, approve and ensure every aspect of the policy is maintained.
- To liaise between interested parties – school staff, parent and pupils.
- To ensure good communication of the policy to all concerned.
- To communicate the cancellation of a club due only to unforeseen circumstances no later than one hour before the end of the school day but as soon as is practicable.
- To remain with pupils until they have been collected by their parent if it is an after school club/activity.

5.2 The School:

- To ensure safer recruitment procedures are followed in line with School's Child Protection (Safeguarding) Suitability of Staff Policy and that all adults involved in co-curricular activities are subject to DBS and other criminal records checks.
- To provide a variety of activities for pupils.
- To be inclusive of all age groups, abilities and gender.
- To celebrate co-curricular involvement at every opportunity.

5.3 Parents:

- To support the outlined policy and procedures.
- To communicate any changes in circumstances to both the school and outside providers in sufficient time.
- To deliver and collect children on time when necessary.

5.4 Pupils:

- To follow the School's Behaviour Management Policy.
- To attend clubs regularly and to perform at the very best of their ability.
- To be reflective with regard to their performance and participation, and to set targets that ensure progress and ambition.

6 ALLOCATION OF PLACES

6.1 Places in activities are allocated taking various factors into account.

6.2 Places in activities are largely allocated on a first come, first served basis. We base this on the time the form is received. However, we do also take into consideration how many first choices a child has already been given and whether a child has already participated in the activity during the previous term.

6.3 Please see Section 7 for how places are allocated in over-subscribed and heavily oversubscribed activities.

6.4 Any child who does not receive their first choice will be offered their 2nd or 3rd choice, if available. For this reason, if it is important for your child to have a club on a particular day, please indicate as many choices as possible.

6.5 Sign up forms received after the cut-off date will be processed after those received during the sign-up period. Once the initial activity lists have been put together, late forms will be considered for any activity with remaining spaces

7 OVER SUBSCRIBED ACTIVITIES AND WAIT LISTS

7.1 If an activity is over-subscribed, consideration will be taken as to whether that is the only activity for which a child has applied. If so, they will be given priority over a child with other activities.

7.2 When activities are heavily over-subscribed and there are not enough differentiating factors (such as choosing other activities as first choices), we will then allocate places based on the time the forms were received and payment made (if applicable).

8 UNDER SUBSCRIBED ACTIVITIES

8.1 Red House School reserves the right to cancel any activity which is heavily under-subscribed. In these cases, children will be offered their 2nd or 3rd choice, if available.

9 PAYMENTS, REFUNDS AND CANCELLATIONS

9.1 For co-curricular activities, including trips, which are run by the school, the costs cover staff and equipment expenses and are kept to a minimum. The overall programme is designed to break even and School will endeavor to ensure that all trip/activities are costed accurately. If the total amount paid for the trip/activity exceeds the total final cost of the trip/activity, a refund will be given if the excess is over £25 per child.

9.2 External providers set their own fees, which should be reasonable.

9.3 Once a child has been enrolled in a co-curricular activity and their place has been confirmed, refunds are not available for cancelling their place, as staffing has already been allocated.

9.4 Parents should notify the School Office if their child will no longer be attending any chosen activity.

9.5 There will be no refunds for missed sessions for paid co-curricular activities due to child illness or holidays.

10 CANCELLED CO-CURRICULAR SESSIONS

10.1 If a staff member is not able to run an activity due to illness or other exceptional circumstances, the school will aim to have the activity covered by another member of staff.

10.2 If there is not a staff member available to cover the activity, parents will be informed and asked to pick up their child at the normal time.

10.3 Parents will have the option to send their child to Tea & Prep (Senior School) or Wrap Around Care (Junior School) in place of the activity if they are not able to be there pick up at the normal time. In these cases, the normal charge will apply.

Reviewed by: Dr R Ashcroft & Mr C Staniford
November 2023

Ratified by: The Education Committee of the Board of Governors
November 2023

APPENDIX 1 – DUKE OF EDINBURGH AWARD SCHEME GUIDANCE

1 STAFFING

- 1.1** The Duke of Edinburgh Award Scheme is overseen by the EVEC (Senior School), who is also the Assistant Head (Operations).
- 1.2** A number of other staff are involved in the award scheme, in different capacities. They are recruited on their own personal expertise, knowledge and experience.
- 1.3** To assist in the delivery of the Practice and Qualifying Expeditions the School will engage and work alongside a DofE approved, registered and accredited Adventure Training service provider. There will be a direct charge to parents for this service.

2 GENERAL EXPECTATIONS FOR STAFF WORKING WITHIN THE SCHEME

- 2.1** The EVEC is responsible for:
- Liaising with the operating authority, pupils, parent/carers and volunteers.
 - Monitoring and counselling each candidate throughout the year. To ensure they meet the award criteria.
 - Attending meetings organised by the operating authority.
 - Briefing staff and volunteers working within the scheme.
 - Organising where necessary and applicable the appropriate courses for candidates.
 - To ensure all necessary documentation for the expedition section is complete.
- 2.2** The expedition leader (who may be different from the EVEC) is responsible for:
- Training the pupils to a standard which meets the approval of the award scheme in terms of safety, emergency procedures and training.
 - Ensuring all elements of training have been completed and satisfied they know all the necessary skills to complete the task.
 - Planning and organising the training walks, practice expedition and final expedition.
 - To assist in briefing volunteers and helpers involved.
 - Checking and supplying equipment.

3 THE AIMS OF THE AWARD SCHEME

- 3.1** The main objective of the award scheme is to offer a voluntary, non-competitive programme of leisure activities for pupils in Year 9 and Year 10, designed to offer a personal and individual challenge:
- To encourage the candidates to widen their horizons through challenging, positive, exciting and enjoyable activities.
 - To develop different and new skills such as decision making, time management, taking the initiative, team work, commitment, self-discipline, all of which can be used in later life.
 - To encourage service to others.
 - To encourage participation in physical recreation and improvement of performance.
 - To encourage the discovery and development of personal interests, and social and practical skills.
 - To encourage a spirit of adventure and discovery.

4 AVAILABILITY OF THE SCHEME

- 4.1** It is available to all Year 9 and Year 10 pupils. It runs for one year from September to September. The Bronze Award is the only one offered within school.

5 FINANCE

- 5.1** A charge is made to cover enrolment and expedition running costs. The buying of general equipment needs to be discussed with the Head.

6 TIME ALLOCATION

- 6.1** A meeting is held in the September, prior to enrolment with interested Year 9 and Year 10 and their parent/carers.
- 6.2** The candidates attend a general meeting once per week / fortnight.
- 6.3** During the year, meetings are held on one evening a week between 4.15pm and 5.15pm to complete the necessary expedition training.
- 6.4** Candidates attend a training weekend in the Summer Term before they undertake the final expedition. It is the responsibility of each candidate to organise within their own leisure time each aspect of the award scheme. The unit leader will support them in terms of planning and management of time.

6 CLOTHING

- 6.1** It is the sole responsibility of the candidate to be appropriately dressed and to carry the other essential equipment as they have been trained to do. Guidance on kit lists will be sent out in line with DofE recommendations.

7 EQUIPMENT

7.1 Trangias and sigg bottles will be supplied by the school, the remainder of the equipment is the sole responsibility of the candidate.

8 FIRST AID

8.1 Both the EVEC and the expedition leader have first aid certificates. All the candidates have had a training session with a doctor to go over basic first aid for walkers. They each carry a first aid kit.

9 SAFETY

9.1 Consent forms are issued and duly signed by the parent at the time of enrolment to the scheme and before each of the walks.

10 EXPEDITION SECTION

10.1 As this section of the award carries some inherent risk it is important to minimise them. It is vital that risk assessments are made before, during and after the training activity. Staff and volunteers involved in helping must be well versed in safety procedures. They must have access to the risk assessments, so they can give them priority when working with a group. This in turn will maximise the candidates' enjoyment through the demands of the activity, without being exposed to an excessive degree of risk. The risk assessments at the end of this document display the format which will be used. It is the policy of those working in the scheme that if they feel that someone is inappropriately equipped, for the practice training and expedition they will not participate. Failing to meet deadlines or inadequate planning will also mean they will not participate. Please also refer to the Health and Safety – School Visits Policy and the First Aid Policy.

10.2 The school, through the EVEC and the Expedition Leader, will engage and work alongside a DofE recognised and accredited company to assist in the delivery of the Practice and Final Expedition. The company will hold the relevant training, safeguarding, first aid and approved accreditation from the DofE. There is a charge for this service.

11 PUPILS

11.1 All training will be carried out in the Yorkshire Dales and North York Moors. By the practice expedition each individual will carry with them the seven essentials:

11.2 Each group of pupils will require a map, whistle, spare clothing, emergency rations, torch, survival bag and first aid kit, plus a pencil, notepad, one mobile telephone and/or coins for the telephone, as well as the necessary equipment for the expedition.

11.3 They will be briefed and trained in emergency procedures related to:

- Weather
- Accidents
- getting lost
- fire from cooking
- first aid

11.4 The staff carry with them group lists containing name, address and telephone number and health forms. Candidates carry farm telephone number and emergency telephone numbers of supervisor, assessor and back up team.

11.5 On the final expedition, candidates will also have their Duke of Edinburgh identification card which will be checked before they are allowed to embark on their expedition.

12 STAFF

12.1 The member of staff leading the groups will have had the necessary training or be experienced in walking, map reading skills and emergency procedures.

12.2 They will be briefed on their involvement in the training and will be given notes for supervision.

12.3 They will be told of emergency procedures.

12.4 Each leader will be equipped with a mobile phone.

12.5 All necessary group lists will be issued.

13 TRAVELLING BY MINIBUS

13.1 It is imperative that ground rules are established by teaching staff and that pupils are left in no doubt as to what is deemed acceptable behaviour. Risk is reduced if pupils are organised and learn to accept they have certain duties and responsibilities.

13.2 Pupils are expected to be polite and courteous. Levels of noise need to be monitored carefully in the mini-bus and whilst walking in public areas if genuine control and a safe environment is to be established.

13.3 Before leaving in the minibus teaching staff should check and note the following:

- Fuel gauge.
- Seat belts are to be worn by everyone.
- Luggage is stored safely and exits are not blocked.
- The mobile phone should be carried.
- Staff should be familiar with breakdown procedures.
- A list of pupils should be left in the office with details of departure and return times.

13.4 A list of pupils travelling in the minibus must be given to the member of staff driving, along with a list of those going direct. The same is required for the return journey.

14 SERVICE, SKILL AND PHYSICAL RECREATION SECTION

14.1 The candidates are insured for Public Liability whilst working in the remit of the scheme.

14.2 Each candidate is given a booklet on notes for assessors plus a syllabus for their chosen activity.

14.3 They are also instructed to check when choosing certain skills and physical recreation pursuits, that they are affiliated to the National Governing bodies.

15 ASSESSMENT

15.1 Assessment of the award will be done by the person appointed to the training of each candidate within each section.

15.2 They must meet the criteria set down by the award scheme.

15.3 The expedition section will be assessed by an examiner in conjunction with the in-house expedition leader.

15.4 When all sections are complete and meet with the approval of the unit leader they will be forwarded to the operating authority for validation.

APPENDIX 2 – BEFORE AND AFTER SCHOOL CARE STAFFING 2023-2024



RED HOUSE
SCHOOL

BEFORE & AFTER SCHOOL CARE 2023-2024

SENIOR SCHOOL

Mornings
(7.30-8.10am) Melanie Connor

Afternoons
(4.00-6.00pm) Julie Turnbull (Monday-Thursday) and teaching staff rotation (Fridays)
Qualified teachers running co-curricular clubs

JUNIOR SCHOOL

Mornings
(7.30-8.30am) Cheryl Ford, Julie Husband, Jaqueline Leonard, JSLT (Simon Haywood, Ian Barnbrook-McKay, Vicky Smith, Nicola Cooper)

Afternoons
(4.00-6.00pm) Damaris Serewicz, Lisa Simpson, Julie Husband
Qualified teachers running co-curricular clubs.

Day	Breakfast Club	After School Club
Monday	Cheryl Ford (Leader) JSLT (on rota)	Damaris Serewicz (Leader) Lisa Simpson (3.30-4.00pm) Julie Husband (3.30 -6.00pm)
Tuesday	Cheryl Ford (Leader) Jaqueline Leonard (on rota)	Damaris Serewicz (Leader) Lisa Simpson (3.30-4.00pm) Julie Husband (3.30 -6.00pm)
Wednesday	Cheryl Ford (Leader) Julie Husband	Damaris Serewicz (Leader) Lisa Simpson (3.30-4.00pm) Julie Husband (3.30 -6.00pm)
Thursday	Cheryl Ford (Leader) Julie Husband	Damaris Serewicz (Leader) Lisa Simpson (3.30-4.00pm) Julie Husband (3.30-6.00pm)
Friday	Cheryl Ford (Leader) Julie Husband	Damaris Serewicz (Leader) Lisa Simpson (3.30-4.00pm) Julie Husband (3.30-6.00pm)

Cheryl Ford CACHE Level 3 Diploma (QCF) Early Learning and Childcare Pathway
Lisa Simpson NVQ3 Early Years & Education.
Damaris Serewicz BA (Hons) Durham (Education)
Julie Husband
Jaqueline Leonard

All the above work within the staffing ratios for EYFS children.
