

BEBINGTON HIGH SPORTS COLLEGE



CLUBS/VISITORS/EXTRA CURRICULAR **ACTIVITIES POLICY**

Agreed/Reviewed by Governors – see reverse

PE DEPARTMENT

CLUBS/VISITORS/EXTRA CURRICULAR ACTIVITIES POLICY

Aims:

1. To extend the curriculum beyond that offered in timetabled sessions.
 - i. there may be opportunities to pursue/reinforce work encountered within the normal timetable
 - ii. pupils can pursue work/targets over long periods of time not usually possible within a normal scheme of work
 - iii. there may be opportunities for visitors/specialists to interact with a committed audience, e.g. a player from the local professional football team may give some coaching
 - iv. there may be opportunities to organise visits to venues of specific interest, e.g. a visit to a cup final.
 - v. there may be opportunities to develop a project and to enter a competition. Such events can enhance the image and reputation of individuals and of the School
2. To allow practice for school teams/trials/auditions/performances, etc.
3. To allow non-specialist staff/parents/others with a particular interest or talent to offer their experience and/or time to broaden and enrich the curriculum offered to the pupils, e.g. a science teacher may be a registered Badminton coach and may wish to run a school club.
4. To allow pupils of different ages and abilities to interact.
5. To allow pupils and staff to interact in a somewhat less formal manner. This can improve pupil/staff relationships in the classroom.

Principles:

1. The P.E. Department is committed to offering a variety of extra-curricular activities and clubs wherever and whenever practicable considering the restraints of staffing, cost and time.
2. The extra-curricular activities and clubs should be open to all pupils and must be organised with this in mind.
3. All extra-curricular activities and clubs must be organised with the safety of participants as the major consideration. It must comply with LEA guidelines and school policy. A document addressing supervision, location and times should be presented to Headteacher, the Governing body and the school office
4. Staff and pupils should be aware of any itinerary, contingency plans, First Aid facilities, emergency phone numbers, etc.
5. Non-teacher supervisors must be informed as to their role. It must not be assumed that all adults know what to do and when to act.

6. Parents must be fully informed of any fixtures or any out of school activities. Parental permission must be granted for the activities outlined in the letter and the forms retained in the department.
7. If transport by minibus is involved staff must have regard to, and comply with, the school policy.
8. If the extra-curricular activity or club has events that take place during normal school hours then the school community need to be informed of dates and numbers involved. Those informed must include all teaching staff and kitchen staff (two weeks prior to the activity if large numbers of pupils are involved). The office must have all relevant details and copies of letters issued.
9. All P.E. staff should have the option to take part in the extra-curricular activities or clubs. If for any reason they do not wish to participate they should be prepared to support their colleagues by, e.g. providing cover for them.
10. Fixtures and results of the extra-curricular activities or clubs, should be given to the PE technician to publicise in the school weekly bulletin and onto the school website. Major successes should be passed to member of staff responsible for media promotion who will publicise in the School magazine and/or contact the local media.
11. For educational visits off campus staff must ensure that the venue, organisation concerned and the transport company are all reliable, legal and safety conscious. The teacher organising the visit must also comply with the LEA educational visits policy documentation (See Chris Bale, Head Teachers PA)
12. The School office need to be informed about all fixtures, home and away, what year groups are involved and approx. time of finish/return to school. If it is an away fixture, a list of pupil names must also be given to the school office.
13. Registers are to be kept for all clubs. This allows pupils to be rewarded for regular attendance and for the PE dept to analyse and evaluate the data and use this information to target certain groups.
14. All coaches must either be on the Wirral Coaches Register. If not, they can still coach at BHSC if they are prepared to register. Whilst awaiting clearance, staff must always be present. Read and follow LEA AOTT policy document regarding use of Coaches within schools.

Visitors/Guests during Curricular PE

At times we are able to utilise visitors to the school as a resource within the P.E. Dept. We value their contribution and welcome the opportunity to draw upon the wider community. However difficulties may arise with visitors who are not accustomed to schools and in order to match expectations to needs it is necessary to follow guidelines.

1. Visitors should be given advance notice of the composition of the audience/target group and an idea of how their contribution fits into the scheme of work.
2. Visitors must always have a staff presence. They are not expected to deal with behavioural problems, that is the responsibility of permanent staff.
3. Reception/Office should be informed of the date and name of the visitor.
4. The visitor should be welcomed usually by a pupil and escorted to the appropriate venue.
5. A pupil should give the vote of thanks and the visitor escorted to Reception/Office before the pupils are dismissed.
6. A written acknowledgement of their contribution should be sent to the visitor and appear in the School Newsletter.