



SURBITON

HIGH SCHOOL

Co-curricular– Senior School

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1. Aims and Ethos

Surbiton High School aims to **inspire, encourage and empower** all its students to discover and embrace their individual talents, within United Learning's core mission to bring out "the best in everyone". We combine an intellectually rigorous academic environment with outstanding pastoral care and outstanding co-curricular opportunities; through this provision, we encourage our students to live out our **School values**, and become compassionate, respectful, courageous, and inquisitive members of the community.

Our Values

We are compassionate:

We are kind and we care, in both thought and action. We consider those less fortunate and strive to support and offer aid. We are mindful of the gentle power of positive actions. We support and encourage those around us, living out the School's motto: *Amor nos semper ducat* (May love always lead us).

We are respectful:

We respect all people equally. We respect ourselves, our learning, our community, our environment, and the planet we all share. We strive to act with respect and integrity in all things. When we disagree, we do so respectfully.

We are courageous:

When challenged by our fears we are determined, not deterred. We call on resilience for strength when in the heat of the struggle. We bravely chase our dreams and fight for what we believe. When we fall, we pick ourselves up and forge forward.

We are inquisitive:

We understand that a thoughtful question is the key to unlock understanding. We believe where answers provide ends, questions pose exciting beginnings. We are eager to explore, we question to discover, we are curious to learn more of the world at large.

We are a community:

We are united - with a common focus. We value belonging to a wider community: our school community, our local community, our global community. We are inclusive of all, no matter our differences. We value and nurture the connections we form.

United Learning and the United Church Schools' Trust

Surbiton High School is part of *United Learning* and the *United Church Schools' Trust*. The School has an Anglican foundation, valuing its Christian heritage whilst welcoming staff and children from all faiths and none. We share with United Learning its core mission statement "to bring out the best in everyone". We are committed to the aims of United Learning, including its *Framework for Excellence*, which can be found at: www.unitedlearning.org.uk



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2. Policy Statement

Surbiton High School is passionate about providing pupils with a wide range of high-quality co-curricular activities which are designed to meet the overall School aim of bringing out the best in everyone: to discover the best in everyone, to expect the best in everyone, and to support everyone to achieve their personal best. Surbiton High School values the benefits of the co-curricular programme and believes it develops pupils in a broader context and forms an integral part of a rounded education and balanced life. The School is committed to providing a co-curricular programme which co-exists with the curriculum: cohesively, cooperatively, and efficiently coordinated.

It is expected that co-curricular activities will fulfil some or all of our aims by:

- Providing a variety of high-quality experiences that are broad, balanced, challenging and enriching
- Nurturing the growth of intellectual curiosity, creativity and independent learning
- Creating opportunities for leadership and challenge
- Fostering a lifelong love of learning
- Encouraging hard work, commitment and teamwork
- Developing spiritual, moral, social and cultural values.
- Preparing pupils for their subsequent education and the opportunities, responsibilities and experience of adult life, by developing resilience
- Celebrating success and achievement

Furthermore, the co-curricular programme at Surbiton High School subscribes to all of the following United Learning values:

- Ambition – to achieve the best for ourselves and others;
- Confidence – to have the courage of our convictions and to take risks in the right cause;
- Creativity – to imagine possibilities and make them real;
- Respect – for ourselves and others in all that we do;
- Enthusiasm – to seek opportunity, find what is good and pursue talents and interests;
- Determination – to overcome obstacles and achieve success.

3. General Statement

We believe that a wide and varied co-curricular programme is essential for fostering pupils' ability to flourish. Our rich co-curricular programmes help pupils enter this state of deep engagement by offering opportunities that stretch far beyond traditional academic learning. Our co-curricular programme is central to our pupils discovering purposeful momentum in their learning.



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We encourage our pupils to take a holistic approach to their own co-curricular diary and to take charge of their own schedules. We ask that our they are reflective and brave in the activities that they chose and that they persevere and take smart risks to achieve their goal.

We expect our pupils to be the leaders of the future and to be able to make a difference to society. Our community is one of solvers. Our co-curricular programme encourages participation in meaningful activities and skill development to build a personal sense of achievement.

Young people thrive when they feel a sense of belonging and purpose. Whether through family, friends or community engagement, opportunities for meaningful interactions and contributions are essential. We value belonging to a wider community: our school community, our local community, our global community. We are inclusive of all no matter our differences.

Our pupils:

- are **inspired** through a wide range of opportunities to find their niche. To engage with like minds in the pursuit of a common goal. To strive for personal success and develop a breadth of skills;
- are **encouraged** to immerse themselves in what they enjoy and try the new.
- become **empowered** to use their initiative, working together to create a passionate community of problems.
- are **encouraged** to put down their mobile devices and be present in the moment.
- are **empowered** to value human connection and to relish the opportunity to spend time getting to know others.

Through a close connection to our Charter for Well-being and Learning Dispositions, our co-curricular programme is designed to enable our pupils to *flourish*.

4. Key Personnel

- Senior Vice-Principal (Matthew Close)
- Heads of Year
- Form Tutors
- Staff members responsible for each co-curricular activity

5. Implementation

Surbiton High School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Surbiton High School is fully committed to ensuring that the application of this Co-curricular Policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

This policy is available to relevant parties in accordance with our statement on the provision of information.



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6. Procedures

6.1 Co-curricular Activities Offered

- **Staff Expectations**

As part of their teaching contract, all members of the teaching staff are expected to contribute to the co-curricular programme at break, at lunch or after school. Staff members responsible for co-curricular activities are expected to provide accurate details of their activities for inclusion in the 'Expanding your Horizons' publication and to attend the Co-curricular Fair in order to promote their activities. In addition to offering high-quality activities, members of staff are expected to run them in a professional manner: preparation, high expectations of pupils and goals to aim towards are essential. Members of staff are also expected to register and monitor attendance using SOCS, deal with parental enquiries and to inform the relevant members of SLT of issues that might arise or major changes to activities as appropriate. It is recognised that staff involved in co-curricular activities often put in a great deal of additional time and effort to run them. This discretionary effort and goodwill are acknowledged and appreciated by the School.

- **Expanding your Horizons**

The 'Expanding your Horizons' publication details the activities on offer, based on information provided by the relevant staff. It is expected that all activities taking place are included in this publication and that the information is accurate. During the collation of the material provided by staff, the Senior Vice-Principal will aim, as far as possible, to minimise clashes between activities and to ensure that a wide-ranging variety is offered within the programme. The 'Expanding your Horizons' publication will be distributed to pupils in Year 7 at the start of the new academic year and is available in digital format on the School website for all pupils to access in Years 7 to 13.

- **Co-curricular Fairs**

The co-curricular fair takes place at the start of the academic year and provides an opportunity for pupils to discuss the activity with the staff and pupil leads. Staff offering an activity are expected to attend and it is hoped that Senior pupils who attend the activity and have done in the past will also help to run the stall.

6.2 Pupil Choice of Activities

Pupils will have the opportunity to attend the Co-curricular Fair and have access to the 'Expanding your Horizons' publication to assist them in choosing an appropriate co-curricular schedule. Pupils, with appropriate support and guidance from relevant staff and parents, are expected to make reasonable and considered choices when participating in activities to avoid creating conflicts between activities or becoming overloaded. This involves good decision-making skills, prioritising, and consideration of long-term goals and aspirations. It is expected that Form Tutors and Heads of Year will help to monitor and encourage engagement in co-curricular activities. This will help ensure that choices take into consideration all aspects



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of a pupil's life, both in and outside School. Parents have access to SOCS and My School Portal so they are able to monitor their child's activities and schedules.

Whilst most activities are optional, it is expected that Sport, Drama and Music Scholars will consult the relevant Heads of Department to ensure an appropriate co-curricular schedule that considers the Scholarship the School has awarded.

6.3 SOCS

SOCS is used to schedule all co-curricular activities including sports fixtures and music lessons. The Senior Vice-Principal is responsible for ensuring information is up-to-date, accurate and complete. Heads of Departments and activity leads are accountable for ensuring all information is accurate, that registers are taken and parents are informed if pupils are not in attendance.

6.4 Monitoring

Matthew Close, Senior Vice-Principal, will maintain an administrative overview of all co-curricular activities throughout the year to ensure that staff participation is as expected based on the information in the 'Expanding your Horizons' publication and that activities are of a high quality. Activity numbers and attendance will also be monitored to assess the viability of activities. SLT will, from time to time, conduct learning wanders on a variety of co-curricular activities. All teaching staff are expected to contribute to the co-curricular programme, and the Senior Vice-Principal will ensure that this clause is being met at the beginning of each academic year and will monitor throughout the year.

6.5 Attendance & Register

Accurate attendance records must be taken at the start of each activity. If a pupil is not present at an after-school activity when the register is taken. The Main Reception must be contacted. Where there is concern that a child is missing without reason, parents will be informed. In the event a child cannot be accounted for, the Senior Vice Principal/Head of School must be contacted without delay. If a pupil fails to attend three sessions, the parents should be informed as well as the tutor. Pupils should be removed from the register if they no longer attend the activity.

6.6 Expectations of Pupils

Pupil participation in co-curricular activities is a privilege which carries with it responsibilities to the School, to the activity, to the pupil body, to the community and to the pupil themselves. This participation privilege represents a commitment for the duration of the activity and will help to develop the pupil in line with the



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co-curricular aims. Pupils are expected to behave in keeping with the School's Code of Conduct during all co-curricular activities. Failure to do so may result in suspension or dismissal from co-curricular activities or other School sanctions.

Once a pupil signs up for an activity, sport, drama production and music group, there is an expectation they will commit to it. Unless agreed with the activity leader, attendance is expected and mandatory. The staff member may grant an excused absence following receipt of a valid written explanation from the pupil's parents. Excessive unexcused absences may result in a pupil being asked to leave that activity, team, production or music group. Such decisions shall be made by the staff member in consultation with the Senior Vice-Principal.

6.7 Clashes

Whilst pre-emptive organisation of the calendar to minimise clashes will take place, there may still be occasions when co-curricular activities or events are scheduled to occur simultaneously. When a conflict arises between School-based co-curricular activities or events, the relevant staff members will work together to accommodate the pupil's participation in all activities to the largest extent possible. When this is not possible, pupils may need to make a choice between activities, or the HOY (with a more complete picture of each pupil) should meet with the pupil and contact the parents to discuss and agree to a suitable solution. If the HOY cannot find a solution that is agreeable to all parties, the situation will be escalated to the Senior Vice-Principal who (provided with all the relevant information from the HOY), will make an objective final decision and inform all parties.

An important part of this process is for staff to reduce stress factors for pupils. Pupils, however, should be encouraged to be accountable for their organisation and trained to communicate in a timely and effective manner with staff members with regards to their commitments and potential clashes - this is excellent preparation for adult life.

As a rule of thumb, a detention will take precedence over a co-curricular activity, practice or rehearsal but not over a match or performance. Grey areas should be addressed through liaison and negotiation between the colleagues supervising the detention and the co-curricular activity in question. In the event of a disagreement between parties, the matter should be escalated to the Senior Vice-Principal who will make an objective decision, informing all parties. In all cases, colleagues should take care to maintain a show of unity in front of pupils and parents. As a general rule, SLT Detentions take precedence over all co-curricular activities. Exceptions to this rule will be rare.



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6.8 Managing time and academic studies

It is important to recognise that co-curricular activities complement academic studies . Maintaining a healthy balance of academic and co-curricular interests is critical to a pupil flourishing. Where there is a concern that the pupil is not able to manage successfully their academic studies alongside their co-curricular commitments, a holistic approach will be taken. The Head of Year, tutor, parents and young person will work together to find the best solution, which may include a reduction in co-curricular activities for a period: this may include sports fixtures, musical event, and drama productions.

The Principal retains the right to alter any decision regarding the involvement of a pupil in co-curricular activities.

7. Conclusion

It is important that all pupils enjoy and benefit from the co-curricular activities in which they are involved. With careful planning, monitoring and adherence to the procedures as set out in the policy, it is hoped that all pupils will broaden their educational experience and lead a challenging, rewarding and ultimately balanced school life.

8. Document Information

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