



SURBITON

HIGH SCHOOL

Co-curricular Policy – Senior School

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1. Aims and Ethos

Ethos

- We are a vibrant learning community, which **inspires** every child to discover and embrace their individuality, to grow in their intellectual curiosity, and to enjoy their independence
- We acknowledge that there is no such thing as a typical Surbiton High School pupil and that impressive academic results are just one aspect in our rich tapestry of educational provision; therefore, we **encourage** every child to grow in compassion, respect and an outward looking attitude, living out the School's motto: *Amor nos semper ducat (May love always lead us)*
- We **empower** every child to thrive, developing social and emotional intelligence to become rounded and grounded in their character, demonstrating kindness and service to others

Aims

- Surbiton High School aims to **inspire, encourage and empower** our young people to discover and liberate the very best of themselves, exceeding their potential in an intellectually rigorous and challenging academic environment, balanced with outstanding pastoral care and support

We achieve these aims through our *Charter for Happiness and Well-being*. Our children:

- are **inspired** to deploy their highest strengths to tackle all situations, developing a growth mind-set and a can-do attitude, equipped with the tools to maximise their positive emotions
- are **encouraged** to find their niche, to be fully engaged in educational activities and to meet the highest challenges that come their way
- are coached and **encouraged** to develop strong relationships, to be empathetic and responsive to the needs of themselves and others
- are **empowered** to lead a meaningful life, to be able to understand what their goals are and to know what they are striving for
- are **empowered** to draw strength from celebrating their accomplishments, in order to tackle new challenges

We achieve these aims through our inculcation of *Learning Habits*. Our children:

- are **inspired** in their thinking, to ask questions, to make connections, to imagine possibilities, to reason methodically and to capitalise on their resources
- are **encouraged** to be emotionally invested in their learning, persevering in the face of difficulties, noticing subtle differences and patterns, managing their distractions, and becoming absorbed in their learning
- are **empowered** to be fully involved in their learning, growing in interdependence, collaborating effectively, listening empathetically to others, and imitating their learning habits
- are **inspired, encouraged and empowered** to be productive, planning their learning in advance, revising and reviewing their progress, distilling important information, and developing their own meta-learning

United Learning and the United Church Schools' Trust

- Surbiton High School is the founding member of the United Church Schools' Trust and a leading school within United Learning. Valuing our Christian heritage, we welcome staff and children from all faiths and none, and we share with United Learning its core mission: "to bring out the best in



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everyone.” We are fully committed to the aims of the *Framework for Excellence*:
www.unitedlearning.org.uk

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 provide 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 the following 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 core characteristics:

- The intellectual freedom to be creative
- The confidence to initiate
- The flexibility to respond to challenge, change and adversity
- The compassion to serve others
- The spirit to enjoy life
- The integrity to be trustworthy
- The motivation to have a lifelong love of learning



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3. General Statement

It is a fundamental aim of Surbiton High School to provide a broad and balanced educational experience for pupils, so that pupils leave School not only with the best academic qualifications of which they are capable, but also having had the opportunity to develop fully as individuals. Surbiton High School aims to broaden each pupil's understanding of the world, helping them to acquire new skills and interests and to be aware of their environment. Pupils are encouraged to involve themselves in the community and, as a result, to become happier and better-adjusted individuals.

For these reasons, each pupil at Surbiton High School is strongly encouraged to participate in one or more Co-curricular activities. The School offers an extensive range of activities to choose from as detailed in the annual Co-curricular Activities Booklet. Pupils are encouraged to join activities that interest and challenge them and will be given opportunities to make informed choices at the beginning of each academic year. Volunteering to participate in Co-curricular activities is a privilege and a wonderful opportunity. This participation privilege represents a commitment for the duration of the activity and, as such, will help to develop the pupil's character in line with the Co-curricular aims.

Surbiton High School recognises that some pupils have high levels of personal motivation and will participate fully in the wider life of the School, with little external prompting required. It is hoped that with encouragement, support and close monitoring, all pupils will participate in at least one Co-curricular activity and, through being involved, will develop an understanding of the importance of commitment, teamwork and leadership – qualities that the School aims to engender in all pupils.

Whilst Surbiton High School fully supports pupil participation in Co-curricular activities, it is important to recognise that these activities complement the academic programme and that, as a general rule, the academic setting takes precedence over participation in Co-curricular activities. For this reason, a number of procedures have been put in place to support this stance and to ensure that pupils reach their academic potential.

4. Key Personnel

- Assistant Principal – Whole School Innovation and Organisation
- Heads of Year
- Form Tutors
- Staff members responsible for each Co-curricular activity



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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.

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. Staff members responsible for Co-curricular activities are expected to provide accurate details of their activities for inclusion in the Co-curricular Activities Booklet 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 monitor attendance, 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.

- **Co-curricular Activities Booklet**

Each year the Communications Department produce a Co-curricular Activities Booklet detailing the activities on offer, based on information provided by the relevant staff. It is expected that all activities taking place are included in this booklet and that the information is accurate. During the collation of the material provided by staff, the Assistant 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 Co-curricular Activities Booklet will be distributed to pupils in Year 7 at the Co-curricular Fairs during the first two weeks of the Autumn Term so that they are able to make informed choices, ensuring a balanced school



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experience. The booklet will also be available in a digital format on the School website for all pupils to access in Years 7 to 13.

- **Co-curricular Fairs**

Two Co-curricular Fairs will take place at the beginning of each academic year and provide an opportunity for pupils to sign up for the activities they wish join. Sport, Music, and Drama will take precedence over other Co-curricular activities and will therefore have the first fair date. Staff offering the activities are expected to attend, promote their activity, and encourage pupils to sign up. It is important that staff make clear the expectations of each activity and communicate the schedule of events throughout the year.

6.2 Pupil Choice of Activities

Pupils will have the opportunity to attend the Co-curricular Fairs and be provided with the Co-curricular Activities Booklet 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 a consideration of long-range goals and aspirations. It is expected that Form Tutors and Heads of Year will monitor pupils' activities on MiSOCs – a co-curricular program based online. MiSOCs can highlight clashes for pupils and staff and can be synchronized with electronic calendars for better organization. This will ensure that choices take into consideration all aspects of a pupil's life, both in and outside School. Pupils should also make their parents aware of each Co-curricular activity in which the pupil plans to participate - its hours, schedule, practices, rehearsals, meetings, performances, events, fixtures – and parents are expected to sanction and support their child's activities.

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. Pupils enrolled to have Individual Music Tuition at the School are expected to participate in at least one designated ensemble as per the Terms and Conditions on the enrolment form.

6.3 MiSOCs

MiSOCs is our digital co-curricular platform that assists many departments in organising their clubs and registers. Departments will then communicate with students and parents to help them organise their schedules for the month, term, or year. The PE department uses this extensively to communicate all training sessions and fixtures. The Music department also use this for their peripatetic lessons. All students can gain access through their MIS profile and all co-curricular clubs are uploaded to this platform each term.



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6.4 Monitoring

The Assistant 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 Co-curricular Activities Booklet 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, drop in and visit a variety of Co-curricular activities. All teaching staff are expected to contribute to the Co-curricular programme and the Assistant Principal, together with the SLT, will ensure that this clause is being met at the beginning of each academic year and will monitor throughout the year.

6.5 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 herself. This participation privilege represents a commitment for the duration of the activity and will help to develop the pupil in line with the 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.

Attendance of every scheduled practice, rehearsal, meeting, performance, fixture, or event required by the staff member responsible for the Co-curricular activity is mandatory. The staff member may grant an excused absence following receipt of a valid written explanation from the pupil's parents. Pupils who fail to attend a scheduled event without prior notification from their parents may be prohibited from participating in the next scheduled activity. Excessive unexcused absences may result in suspension or dismissal from the activity. Such decisions shall be made by the staff member in consultation with the Assistant Principal responsible for Co-curricular.

6.6 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 Assistant 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 effectively



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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 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 Assistant Principal (Innovation and Organisation) who will consult with relevant members of the SLT before making an objective decision and 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.

The Principal retains the right to alter any decision, following consultation with the SLT regarding unusual extenuating circumstances.

6.7 Academic Eligibility

It is important to recognise that Co-curricular activities complement the academic programme and that, as a rule, the academic setting takes precedence over participation in these activities. For some pupils, however, self-esteem and confidence in the academic setting can only be fuelled by Co-curricular success. The academic eligibility clause therefore aims to maintain an element of flexibility that takes into account exceptional individual circumstances.

Pupils must be academically eligible to take part in their chosen Co-curricular activities. Pupils who have triggered an SLT academic detention will, at this point, have their Co-curricular schedule considered by the Assistant Principal for Teaching and Learning. If the Assistant Principal for Teaching and Learning is of the opinion that the pupil's academic progress is being significantly affected by their Co-curricular schedule, and therefore presents an academic cause for concern, a formal review will be triggered. The formal review will be carried out by the Assistant Principal for Teaching and Learning and the Assistant Principal for Co-curricular in consultation with the relevant HOY, the pupil and the pupil's parents. This review will take into consideration all recent academic data, together with any relevant pastoral issues. If it is felt that the pupil would significantly benefit academically by reducing her Co-curricular schedule, the Assistant Principals would then reserve the right to uphold this clause of the policy and will contact all relevant parties.

This process may, in some circumstances, lead to a pupil being withdrawn from specific Co-curricular activities which take her out of lessons, detentions, subject clinics or after-school revision sessions for an agreed period to give the pupil an opportunity to get "back on track". It is important to remember that this process is not designed as a punitive measure, but as a means of supporting the pupil and has her best interests at heart.



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The Principal retains the right to alter any decision, following consultation with SLT, regarding unusual extenuating circumstances.

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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