

<b>TITLE OF POLICY</b>	Co-Curriculum
<b>COVERAGE</b>	Public
<b>FIRST RELEASE DATE</b>	31/08/2021
<b>LAST RATIFIED DATE</b>	
<b>DATE FOR NEXT REVIEW</b>	31/08/2022
<b>OWNER</b>	Head of Primary School
<b>REVIEWER</b>	Principal

### Co-curriculum

#### 1. Aim

ICS believes that co-curricular activities are an integral part of an enriched, holistic learning journey. They provide students with opportunities and experiences complementary to the curriculum and beyond the classroom to ensure that every child can thrive.

#### 2. Statement of Intent

ICS aims to provide additional activities for a wide range of pupil needs and interests to help them develop as healthy, confident, creative, responsible, socially skilled and culturally aware global citizens.

ICS seeks to encourage participation in co-curricular activities in a safe, consistent way so that the range of opportunities offered to students is of appropriate breadth and allows significant depth in experiences, regardless of disability, gender reassignment, race, religion or belief, sex and sexual orientation.

#### 3. Scope

This policy is applicable to ICS staff, students, parents and extended community members who contribute to the co-curricular program.

#### 4. Unique definitions

While the terms co-curricular and extra-curricular are used interchangeably, this policy defines co-curricular as those opportunities and experiences offered by the school as an enrichment of the learning experience, often within the school day.

Extra-curricular activities refer to those activities that take place outside the realm of ICS. They may be signposted or advertised by the school, however, ICS does not take responsibility for any aspect of the programme.

#### 5. Processes and practice

An annual calendar outlining the timing of co-curricular activities will be published each year to ensure that students are aware of the numerous opportunities they have to engage in activities. The range of activities on offer for each session will be advertised before the session commences and students will be able to sign up for their preferred activities. While every effort will be made to allow students their first choice in all activities, student numbers may sometimes be limited and the student's first

choice is not possible. Students are encouraged to participate in a range of activities throughout the year.

Teachers are expected to have an active involvement in the co-curricular program, leading activities as outlined in the Staff Handbook, guiding students in their activity selection where appropriate and supporting the smooth operation of the program as requested by school leaders. All teachers are required to offer at least one CCA per term (three per year).

Activity leaders are responsible for ensuring that the activities are safe, well planned, developmentally appropriate and that the necessary resources are available. Where activities occur offsite, risk assessments should be completed and submitted ahead of time.

External providers should be supported by an ICS staff member at all times. Additionally, external providers must have appropriate security clearance and Child Protection training before commencing an activity.

As an extension of the school's provision, everyone involved in co-curricular activities is expected to maintain the same high standards for dress, behaviour and commitment that is displayed during the school day.

### **6. Associated forms and documents**

Risk assessment

[HB07 - Employee Handbook](#)

[Co-Curricular Brochure Example](#)

### **7. Responsibilities**

Heads of School should ensure that all staff are familiar with and understand this policy.

Teachers are expected to understand and comply with this policy. Any questions should be raised with their Line Manager.

Co-curricular Coordinator is responsible for the day to day running of the co-curricular programme.

### **8. Related Information**

None.