



EXTRA-CURRICULAR ACTIVITIES AND INTER- HOUSE POLICY

LAST REVIEW:	August 2025
NEXT REVIEW:	August 2026
REVIEWER:	Megan O' Brien

Aims of the Extra-Curricular Policy

To ensure the delivery and monitoring of an effective ECA programme which is intrinsic to our school's mission and vision.

Objectives of the Extra-Curricular Policy

- ✓ To ensure staff, students and parents are fully informed of all procedures relating to Extra-Curricular Activities.
- ✓ To ensure staff, students and parents are aware of their responsibilities relating to Extra-Curricular Activities and Inter-House Competitions.
- ✓ To provide a safe environment for the delivery of our Extra-Curricular Activities.

Responsibility of ECA Coordinator

- ✓ To collate a list of activities provided and assign teachers to deliver them.
- ✓ To inform parents with all activities offered within the programme via parent letter
- ✓ Create registers for all activities to monitor attendance. Distribute the registers via school network.
- ✓ Promote the programme within the school and the wider community through CPD, assemblies, Dojo, social media and newsletters.
- ✓ Monitor planning, delivery, evaluations and risk assessments for all activities.

Procedures

All extra-curricular activities take place after school apart from training for sports teams which takes place before school.

- ✓ All teaching staff are required to lead the running of an ECA on one afternoon a week during Term 1, Term 2 and Term 3. They are required to run Inter-House activities, in line with the duty rota, once every 3 weeks. Every staff member will participate in Inter-House 2 times per half term.
- ✓ ECAs will run on Sundays and Mondays from 1:30 pm – 2:30 pm from EYFS – Year 12. Typically, ECAs will begin during the third week of each term and run for a period of 6 – 7 weeks.
- ✓ Activities each term vary. Inter-House activities will take place every Tuesday, from 1:30 pm to 2:30 pm, for Year 1 to Year 6.
- ✓ All activities are approved by Head of Primary and Head of Secondary.
- ✓ Teaching staff are responsible for ensuring all Health and Safety and Safeguarding requirements are adhered to.

Information provided for Parents

- ✓ Communication is provided to parents at the start of each term outlining the clubs available, days of the week, timings for children. This will also include a brief description of each club available to students.

- ✓ Parents are asked to complete registration on a Microsoft form with their preferences for their child.
- ✓ Inter-House is open to all students from Year 1 to Year 6. Pre-registering is not required for Inter-House – students do not need to attend every Inter-House activity.
- ✓ By completing the registration, parents agree to collect their child from the atrium at 2:30pm. Children collected after 2:45 pm will be considered late, in accordance with the school attendance policy. Therefore, appropriate actions will be taken in line with the procedures outlined in the policy.

Activities Procedure

- ✓ Primary students are escorted to their ECA location by the teaching assistant for that Year Group. Students should only leave for their ECA at 1:30pm.
- ✓ Secondary students meet their ECA teacher at the designated location of their ECA.
- ✓ Registers should be completed at the start of each activity every week.
- ✓ All teachers are responsible for reminding students of timing, location and what activity the students are attending. Regular reminders are to be shared on class dojo and social media for parents.
- ✓ All teachers, students and parents are to remain punctual for a smooth running of activities.
- ✓ All students are to be escorted to the school atrium at the end of their activity for dismissal. All teachers are responsible for remaining with students in their registered ECAs until they are collected.
- ✓ Clubs will be cancelled in agreement with school and parents notified in advance.