

5 EXTRA CURRICULAR ACTIVITIES

5.1 REPRESENTING THE SCHOOL IN COMPETITIVE FIXTURES

- 5.1.1 Pupils selected to represent the school are expected to do so even if this causes them inconvenience.
- 5.1.2 Members of school teams will wear school uniform when travelling to and from fixtures except when instructed that some other form of dress would be appropriate.
- 5.1.3 With the Headmaster's permission pupils may miss lessons in order to take part in representative competition at school, city, county, national or international level.
- 5.1.4 The successes of school teams and individual pupils will be celebrated in school and reported in the local press whenever possible and on the school website.
- 5.1.5 The Headmaster must be informed of:
 - a. the events that are taking place (particularly those events which are of local or national status) in which pupils are involved;
 - b. the results of all fixtures.
- 5.1.6 In order to make it easier to ensure that all essential information about competitive fixtures has been passed to those who need to know, fixture sheets (available from the head of physical education or from the common room) should be completed and posted on CR board, and copied to the Headmaster.
- 5.1.7 All fixtures should, if possible, be listed on the fixture list; details should be given in advance to the Second Master. In the case of sporting fixtures, the Director of Sport or the Director of Rowing should also be informed.
- 5.1.8 Where possible a fixture card or list should be produced at the start of each new season and distributed to all relevant staff including Headmaster, Second Master, Head Groundsman, Catering Manager and School Bailiff.
- 5.1.9 Fixtures during the school day (i.e. returning to school by 3.50 p.m.) should be kept to a minimum and must be approved in advance by the Headmaster.
- 5.1.10 If pupils need to miss taught lessons:
 - a. permission must be sought in advance from the Headmaster or Second Master;
 - b. a list of pupils involved must be posted on the CR notice board well in advance (at least three days' notice should if possible be given). In the case of pupils in the fifth or sixth forms, subject teachers should be approached by the member of staff organising the fixture or by the pupils concerned.
- 5.1.11 If a subject teacher objects to a pupil missing a taught lesson the objections must be fully considered by the person arranging the fixture. The Second Master should be called upon to help in the case of difficult decisions.
- 5.1.12 Team lists for fixtures outside the school day (i.e. finishing after 3.45 p.m., or taking place during weekends or school holidays) should indicate:
 - a. the staff in charge;
 - b. the location of the event;
 - c. the travel arrangements, including any involvement of parents (see below);
 - d. the starting and finishing times of the fixture and expected time of return to school;
 - e. those pupils taking part.
- 5.1.13 Parents or friends of the school may offer to transport pupils other than their own son to and from fixtures. Sixth Form pupils may only drive themselves. They may not drive other pupils to and from fixtures. All concerned should be advised to check with their insurers that they and their passengers are properly covered.
- 5.1.14 Parents of pupils travelling to and from fixtures should be informed of the travel arrangements
- 5.1.15 Arrangements regarding emergency contacts must be made for parents so that information can be effectively relayed in the event of a major time delay or other problem. If possible a mobile telephone should be taken on any trip outside school time.
- 5.1.16 The Webmaster and the Director of Marketing and development must be kept fully informed of forthcoming events and of results so that appropriate publicity may be arranged.

5.2 CONDUCT IN SCHOOL SPORT

- 5.2.1 There should be no foul or abusive language in any arena of school sport, internal or external.
- 5.2.2 Teams should never seek to claim unfair advantage by verbal abuse or any other means.
- 5.2.3 Open criticism of, or dissent from, refereeing decisions by those playing or watching is unacceptable.
- 5.2.4 Any pupil who is in breach of the above guidelines will be formally warned - with further sanctions to include suspension from matches.
- 5.2.5 The school has a responsibility for the conduct of every aspect of its sport - including the behaviour of supporters (pupils, parents and other adults alike).
- 5.2.6 Staff in charge of individual teams should assume responsibility for the conduct of their teams and supporters and should be conscious of their role as exemplars to both.
- 5.2.7 Guidelines for parents:
- Teachers and coaches give their time and energy to the development of all players in the team including your son or daughter. Please give them your support.
 - Winning and losing are essential aspects of a young person's education and parents should step back from the competitive nature of the game and allow their child to develop.
 - Encourage your child always to play by the rules.
 - The decisions made by the official(s) should be respected and should not be questioned publicly. Parents should never try to influence the result of a game or interfere in the running of it.
 - Please help the school to keep verbal and physical abuse out of sporting activities – both on and off the field.
- 5.2.8 Guidelines for players:
- Try your best to understand the rules and play by them.
 - Always accept decisions made by the officials.
 - Control your temper and avoid petulant behaviour.
 - Be a good sport and try to appreciate good play from both teams.
 - Remember that you are an individual playing in a team game and that it is the team that is important.
 - Don't try to gain unfair advantage through gamesmanship. Treat your opponents as you would like to be treated yourself.
 - Try to remember that the members of staff in charge of teams gives up their own time to do this and that you should give them your full co-operation at all times. This means attending training sessions regularly and behaving impeccably in matches.
- 5.2.9 Guidelines for teachers and coaches:
- Try to be reasonable in your demands of the pupils' time, energy and enthusiasm. They may have many other interests.
 - Remember that the pupils are playing for enjoyment, and winning is only part of this. Individuals should not be ridiculed or berated for making mistakes or losing matches.
 - Try to maintain high standards of coaching and discipline and show understanding of the pupils' growth and development.
 - Equipment should meet all safety standards and should be appropriate to the age and ability of the players involved.
 - Always insist that the rules of the game are adhered to and that respect is shown to the opposition.
 - Set a good example yourself by never questioning in public the decisions of the officials.
- 5.2.10 Guidelines for referees:
- Dissent should be dealt with firmly and the appropriate laws applied strictly.
 - It is always better to begin by being very strict. Advantage may be taken of a lenient referee and it is difficult to tighten up later in the game.
 - Try to be well presented so that you will instantly gain respect from players and spectators alike.
 - If a player commits a sending-off offence do not show leniency because it is merely a school match. Players must learn at an early stage to abide by the rules. If necessary,

send a report to the member of staff accompanying the team who will be able to take the appropriate action.

- e. Try to avoid coaching your team whilst refereeing. Encouragement should be offered to players from both teams or not at all.

REPRESENTING THE SCHOOL IN COMPETITIVE FIXTURES – JUNIOR SCHOOL SPECIFIC

- 5.2.11 Pupils selected to represent the school are expected to do so even if this causes them inconvenience.
- 5.2.12 Members of school teams will wear school uniform when travelling to and from fixtures except when instructed that some other form of dress would be appropriate.
- 5.2.13 With the Head of Junior School's permission pupils may miss lessons in order to take part in representative competition at school, city, county, national or international level.
- 5.2.14 The successes of school teams and individual pupils will be celebrated in school and reported in the local press whenever possible and on the school website.
- 5.2.15 The Head of Junior School must be informed of:
 - a. the events that are taking place (particularly those events which are of local or national status) in which pupils are involved;
 - b. the results of all fixtures.
- 5.2.16 In order to make it easier to ensure that all essential information about competitive fixtures has been passed to those who need to know, team sheets should be completed and posted on Games board, and, in the event of 'away' fixtures, posted in school office, together with risk assessment.
- 5.2.17 All fixtures should, if possible, be listed on the fixture list; details should be given in advance to the Deputy Head of Junior School. In the case of sporting fixtures, there should be liaison with the Head of PE and Head Groundsman over the use of facilities.
- 5.2.18 Where possible a fixture card or list should be produced at the start of each new season and distributed to all relevant staff including Head of Junior School, Deputy Head of Junior School, Head Groundsman, Catering Manager and School Bailiff.
- 5.2.19 Fixtures during the school day (i.e. returning to school by 3.30 p.m.) should be kept to a minimum and must be approved in advance by the Head of Junior School.
- 5.2.20 If pupils need to miss taught lessons:
 - a. permission must be sought in advance from the Head of Junior School
 - b. a list of pupils involved should be posted on the CR notice board well in advance (at least three days' notice should if possible be given).
- 5.2.21 If a subject teacher objects to a pupil missing a taught lesson the objections must be fully considered by the person arranging the fixture. The Head of Junior School should be called upon to help in the case of difficult decisions.
- 5.2.22 Team lists for fixtures outside the school day (i.e. finishing after 3.30 p.m., or taking place during weekends or school holidays) should indicate:
 - a. the staff in charge
 - b. the location of the event;
 - c. the travel arrangements, including any involvement of parents (see below);
 - d. the starting and finishing times of the fixture and expected time of return to school;
 - e. those pupils taking part.
- 5.2.23 Parents or friends of the school may offer to transport pupils other than their own child to and from fixtures. All concerned should be advised to check with their insurers that they and their passengers are properly covered.
- 5.2.24 Parents of pupils travelling to and from fixtures should be informed of the travel arrangements
- 5.2.25 Arrangements regarding emergency contacts must be made for parents so that information can be effectively relayed in the event of a major time delay or other problem. A mobile telephone, first aid kit and any other required medication should be taken. Staff should carry parental contact details at all times. A risk assessment form should be completed for any fixture away from school. Parental consent forms are required for any off-site activities, including sporting events.
- 5.2.26 Pupils must wear shin pads when playing football. Metal-bladed boots are not permitted.
- 5.2.27 The Webmaster and the Director of Marketing and Development must be kept fully informed of forthcoming events and of results so that appropriate publicity may be arranged.

5.3 TRIPS AND VISITS [more specific procedures, forms etc are available in *All Staff - Trips*]

- 5.3.1 All trips and visits for which the school has responsibility must be carried out with regard to DCSF guidance, *Health & Safety of Pupils on Educational Visits*. These trips must have the permission of the Headmaster and should go through the Educational Visits Co-ordinator.
- 5.3.2 The school recognises the value of the many school trips and visits that take place during the year.
- 5.3.3 A range of aims is met by the variety of school trips and visits that may be organised during a year. They may be social, cultural, academic, recreational, physically challenging or to undertake service to others.
- 5.3.4 Some trips and visits form part of the school's outdoor education programme and pupils are expected to take part.
- 5.3.5 Some trips and visits are required components of examination courses and are compulsory for all students following those courses.
- 5.3.6 Trips and visits which are largely social or recreational are arranged, so far as is possible, to take place during holiday times
- 5.3.7 Written details of proposed trips are made available well in advance of the closing date for applications.
- 5.3.8 All pupils on school trips are supervised with the degree of care that might be expected from a responsible parent in similar circumstances.
- 5.3.9 No pupil should be prevented by financial circumstances from attending a trip or visit that is an essential component of a scheme of work.

5.4 FINANCIAL ARRANGEMENTS FOR SCHOOL TRIPS

- 5.4.1 At a preliminary stage of planning and before the trip is advertised, the financing of the trip should be discussed and agreed with the Bursar.

Accompanying Adults

- 5.4.2 The cost for any adults (members of staff, parents or other adults) who are accompanying the pupils in a supervisory capacity on a compulsory school trip may be subsidised or covered in its entirety by the school. For optional trips, the cost may be subsidised or covered by the pupils going on the trip.
- 5.4.3 The skills and/or experience which accompanying adults will contribute to the trip should be made clear to the Headmaster (and the Head of Junior School where appropriate) and the supervisory duties expected of those adults should be identified.
- 5.4.4 The costs incurred by other adults choosing to go on the trip (not in a supervisory capacity) and by dependants of staff going on the trip should *not* normally be borne by the school or the pupils except under circumstances approved in advance by the Headmaster (and the Head of Junior School where appropriate).

Charging Pupils for Trips

- 5.4.5 ***Principle: any school trip whether compulsory or optional should be paid for by the parents of those pupils. Where necessary the cost may be spread over all three terms of the appropriate year. The cost of trips which are necessary in order to satisfy the requirements of GCSE or GCE examination specifications may be by the school.***
- 5.4.6 If there is an expectation that a pupil will attend a particular trip at additional expense not included in the school fee, at least one term's notice must be given to parents (this applies to residential trips in the Junior School, but less notice is required for other trips). Parents must be given the option to withdraw their child from that trip. If the trip is a requirement of the curriculum, that requirement must be made clear in advance of the pupil choosing the subject at AS/A2 or GCSE.

- 5.4.7 Parents receiving bursary assistance may apply for help meeting the cost of any extra charges to fee bills including school trips of all kinds. The list of pupils wishing to enrol on a trip will allow the bursar to identify such pupils.
- 5.4.8 For all optional or voluntary trips (and this applies equally to holiday trips and to educational trips) it is expected that an additional charge to parents will be made to meet all the costs of the trip.
- 5.4.9 One of the matters to be discussed with the Bursar before the details of any trip are publicised is whether the trip is subsidised by the school, paid for entirely by the school or paid for entirely by those going on the trip.
- 5.4.10 The costs to be considered for any trip include entrance fees, transport, insurance, accommodation and subsistence. This list is not exhaustive.
- 5.4.11 In all cases, the accounts of any trip or visit must be transparent. Parents have a right to enquire into the details of the financing and funding of such trips and how the money that they are paying is being used.
- 5.4.12 Where a trip is organised during a normal school day over the lunchtime period, parents must be offered the option of a school packed lunch at no extra cost though the option of pupils bringing their own lunch with them may also be made. The number of pupils out of school and the number of packed lunches required must be notified to the Catering Manager in advance of the day.
- 5.4.13 A summary of all trips and visits planned for the forthcoming school year in the senior school will go to all parents with the Headmaster's letter at the end of the Summer Term as well as to all new parents at the time of the new parents' meeting in June.
- 5.4.14 Letters will be sent home to specific year groups during the term preceding the first collection of costs for compulsory trips.

5.5 MISSING LESSONS FOR EDUCATIONAL VISITS

This refers to trips, visits and fieldwork organised by staff, which take pupils out of lessons **[other than sporting fixtures]**

- 5.5.1 It is recognised that fieldwork, gallery and theatre visits, conferences and lectures can be valuable educational experiences.
- 5.5.2 Some public examination specifications require activity outside the classroom.
- 5.5.3 Lessons can be seriously disrupted by the absence of a large proportion of the pupils and such disruption must be minimised.
- 5.5.4 In organising a trip that takes pupils out of lessons due consideration must be given to the disruption caused to other subjects and colleagues, to the need for pupils to catch up the lessons missed and to the fact that other subjects may also be taking the same pupils out of lessons.

Procedures

- 5.5.5 Permission (in principle) should be sought from the Headmaster/Head of Junior School in the first instance, before the trip is advertised to pupils. (Relevant forms are available in *All Staff*)
- 5.5.6 The Educational Visits Co-ordinator (EVC)/Deputy Head of Junior School must be informed at the earliest opportunity of the Headmaster's approval
- 5.5.7 All trips will be entered on the trips list on the Headmaster's board in CR. All trips should also be entered in the calendar if known about in time.
- 5.5.8 Once a trip has been sanctioned, it should be drawn to colleagues' attention at the next Monday briefing.
- 5.5.9 It is expected that at least four weeks' notice (one week in the Junior School) of any trip and the names of pupils taking part should be given to colleagues except in those cases where the possibility of the trip is not known that far in advance
- 5.5.10 If any teacher of a student has reason to refuse a request by that pupil to join a trip (e.g. because that pupil is behind with work) permission should be refused.
- 5.5.11 Organisers of trips must:

- a. Post a list of participants in the senior school CR at least two weeks in advance (one week in the Junior School) of the trip with copies to: HM, JAH, EVC (Head and Deputy Head of Junior School where appropriate) and form tutors of forms affected.
- b. Instruct pupils hoping to join the trip that they should obtain permission from their teachers to miss lessons [failure to do this should not normally be cause to prevent him/her going; neither should it lead to any sanction other than a reminder about good manners]. Permission to miss lessons should be sought immediately the pupils know details of the trip and at least 48 hours in advance.
- c. Be conscious of the needs of pupils who will miss music lessons and may need to rearrange the lesson by liaising with their music teacher a week in advance.
- d. Consult with TRH, FTs and JAH about Sixth Form trips because of the possible cumulative effect of different trips.

5.5.12 Pupils are responsible for:

- a. Seeing all teachers whose lessons they will miss to ask permission to be absent and to find out what work they will need to do to catch up.
- b. Ensuring that permission to miss lessons is sought immediately and at least 48 hours in advance.
- c. Catching up work that has been missed and should ordinarily do so within 48 hours of returning from the trip [except in the case of long field trips when greater leeway may be required]

Limitations

- 5.5.13 Disruption to lessons should be limited to one trip per year group per academic year per department unless specific permission to exceed this limit has been given, in exceptional circumstances, by the Headmaster/Head of Junior School.
- 5.5.14 Permission for a trip requested with less than four weeks' notice is likely to be denied.
- 5.5.15 Trips out of school for Fifth Form, Lower Sixth and Upper Sixth should not be planned post half term in the Lent Term or in the first half of the Summer Term other than for legitimate academic reasons (e.g. conference where otherwise a student would miss the chance of hearing a top class academic or public figure). Heads of Departments should assure themselves in advance of the value of any courses organised by an outside body.
- 5.5.16 Form tutors (especially in Sixth Form) must monitor pupils' absences and should alert trip organisers about any pupil for whom the frequency or timing of absences may be causing difficulties.
- 5.5.17 Field trips should operate within the above policy and are subject to a 50/50 work day/holiday or weekend) rule. Those departments where field trips take pupils out of school for a number of days are encouraged to offer time, directly or indirectly, to their students in which they may catch up with work missed in other subjects.
- 5.5.18 General Studies lectures will mean Sixth Form pupils missing lessons. Every effort will be made to ensure that these lectures are not always at the same time of the week and are limited to the Michaelmas and Lent Terms only.
- 5.5.19 Other pupil absences must be monitored by form tutors and any concerns should be raised with the Group Head/Deputy Head of Junior School at the earliest opportunity. In the Sixth Form, in particular the cumulative effect of illness, sports fixtures, open days, interviews *and* academic trips/visits can quickly become problematic.