

Committee(s)	Dated:
The Academic and Personnel Sub-Committee of the Board of Governors of the City of London Freeman's School	6 th November, 2019.
Subject: Headmaster's Report on Policies	Public
Report of: Headmaster, City of London Freeman's School	For Decision

Summary

This report is for Governor engagement and decision.

- a) Background
- b) Recommendation

Recommendation(s)

Members are asked to:

- Scrutinise the policy in this report;
- Ask questions of the policy authors and Headmaster surrounding this policy;
- Approve the policy presented.

Main Report

a) Background

1. Members will remember that they are responsible for the School's policies and that oversight of them is an important part of their duties.
2. SLT has decided that the NEA policy does not need Governor approval, as discussed in the January meeting; the suggestion that this policy should be reviewed at this Committee is erroneous: apologies.
3. The following policy is therefore due for approval at this meeting:
 - Co-Curricular Policy (Attached as *Appendix 1*).

At Freeman's, our stated aim is to enable pupils to Learn, to Lead and to Make a Difference; with these last two intentions in mind, the co-curricular life of the School is hugely valuable in helping the School to achieve its stated aims. We have been doing much more in terms of the co-curricular in the last four years and the policy reflects this important engagement with holistic education that we would expect at Freeman's.

b) Recommendation

FOR DECISION

4. It is recommended that, after discussion, Governors approve the Co-Curricular Policy included as appendices in this report.

Appendices

- *Appendix 1: Co-Curricular Policy*

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Co-curricular Policy

for both the Junior School and Senior School

Issue number	1.0
Name and appointment of owner / author	Jemima Edney, Head of Boarding and Co-curricular
Review Body	SLT and Academic & Personnel Sub-committee
Last updated	n/a- new policy
Reason for update	n/a- new policy
Last reviewed by SLT	October 2019
Last reviewed by Governors	n/a- new policy
Next SLT review due	July 2023
Next Governor review due	July 2023
Where available	Staff Handbook, parent handbook (restricted area of website)

Co-Curricular Policy

1 General Statement

This policy sets out the purpose of the co-curricular programme at Freeman's, and the value placed on co-curricular activity as part of a well-rounded Freeman's education. The policy outlines those responsible for ensuring its effective running, the expectations on pupils and staff, and the processes to be followed to ensure the smooth running of the co-curriculum.

2 Policy Statement

The purpose of the co-curricular programme at Freeman's is to support our pupils to develop their learning outside of the classroom, to give pupils opportunity to explore a vast range of activities and to encourage pupils to develop skills in a variety of areas for the better achievement of a rounded and balanced life. The programme is designed to support and complement the academic programme, by offering academically enriching activities as well as those which develop life skills. The co-curricular programme at Freeman's reflects the School's Mission and Aims, which state:

We want children at Freeman's to learn, to lead and to make a difference' and activities are classified in these three areas to enable pupils, parents and staff to identify a fully rounded programme of activities for each pupil. The programme also supports the School's aims;

- *nurturing a community of learners – adults and children – who are ambitious about what they might achieve in and out of the classroom;*
- *providing relevant opportunities for pupils to expand their horizons intellectually and socially; athletically and creatively; emotionally and spiritually;*
- *establishing an environment at Freeman's where everyone involved in the community is respected, trusted and supported;*
- *encouraging responsibility and capability; honesty and reliability; pride and passion;*
- *promoting determination and innovation; flexibility and adaptability; kindness and consideration;*
- *fostering in our pupils the confidence, curiosity, independence and wisdom to succeed in the next stages of their lives.*

The School recognises that some pupils will naturally show enthusiasm and motivation for co-curricular activities whilst others will prefer not to engage. However, the School believes in the value of the co-curricular programme for all pupils, regardless of their abilities and interests, and all will be encouraged to find an area in which they might broaden their experience in school.

3 Personnel

The co-curricular programme is overseen by the Head of Co-Curriculum, Mrs Jemima Edney. She is supported by Form Tutors, Heads of Year, academic staff and those responsible for leading each activity. Pupils are encouraged to become involved in starting up and running their own clubs and societies, promoting leadership and initiative amongst pupils.

4 Provision of activities

The provision of activities may vary from term to term, and is dependent on many factors including, but not limited to, pupil demand, availability of teachers, quality of the provision being offered and the strategic approach determined by the Head of Co-Curriculum and Senior Leadership Team. All available activities appear on the SOCS co-curricular website ahead of each term and pupils and parents are requested to look together at the provision and make their selections before the end of the first week of term. The majority of activities run each week for a full term, although some may take place bi-weekly, for a half termly period or on an ad hoc basis. Some activities incur an extra charge and details of any costs are published on the SOCS co-curricular website, visible to pupils and parents before signing up.

5 Expectations of pupils

All pupils are expected to engage in the co-curricular programme in some way and tutors will hold conversations with those who do not appear keen to become involved. The school understands that some pupils take part in activities outside of school and this is fully encouraged and recognised. Tutors will be aware of an individual pupil's engagement in activities outside of school and will take these into consideration when supporting pupils to develop a fully rounded education. The majority of activities on offer are optional, but there are some exceptions to this, for example in the case of scholars who have an expectation to contribute to the co-curricular activities in their areas of scholarship. Individual departments

may require compulsory attendance for some activities, as set out in their departmental handbooks.

Inevitably a pupil with a busy co-curricular timetable will experience clashes in their time at school. Although clashes can be identified by the SOCS co-curricular website, it remains the responsibility of the pupil to speak to individual staff members if they have a clash.

6 Monitoring

The Co-Curricular programme is led by the Head of Co-Curriculum, Mrs Jemima Edney, who ensures a wide range of age-appropriate activities are available to the pupils, and are led by teachers and coaches with appropriate knowledge. Activities, clubs and societies are run by academic staff, sports coaches, peripatetic music staff and coaches and teachers employed specifically for their co-curricular expertise.

Tutors have an overview of their tutees' co-curricular timetables, and are able to guide pupils to selecting activities that will enable them to experience opportunities to learn, to lead and to make a difference. Tutors will also monitor an individual's time commitments to the co-curricular programme, ensuring that pupils have a healthy balance of activities and free time, dependent on the age of the pupil.

7 Clashes

Whilst staff will do their best to pre-empt and avoid or minimise any clashes in the co-curricular calendar, it is inevitable in a busy school with busy pupils and staff that clashes will occur. Although we hope to enable all pupils to access all activities, there may be occasions where a pupil will need to make a choice between two activities that are running at the same time. It is recommended that the pupil talks to his or her tutor when making these decisions.

There may also be times when a pupil is selected for a fixture, or attending a school trip or event which clashes with a regular activity commitment. Such a clash should be identifiable in the SOCS system by both pupils and staff, but it remains the responsibility of the pupil to speak to the member of staff involved to excuse themselves from an activity.

8 The signing up processes

Pupils are expected to sign up for clubs, **not including academic drop-in clinics**, in advance of their starting date, using the SOCS co-curricular website. Once registered for a club, pupils are expected to commit to that club for the duration of the term. If for any reason a pupil cannot attend a session he or she should, as a matter of courtesy, inform the member of staff in charge **before** the session takes place. Pupils will be asked to sign up for activities each term, even if they wish to remain in an activity for the full year.

9 **Activities incurring extra charge**

Some activities may incur an extra charge, due to equipment costs, coaching costs or transportation. In such cases, details of the charge will be visible on the SOCS co-curricular website during the sign-up process. Charges will be added to the school bill at the end of the following term. Once a pupil has signed up for a club incurring an extra charge, it is not possible to offer a refund unless his/her inability to attend has been caused by the school, for example because they have been selected to a compulsory activity after the sign-up window has closed.