



St. Mary's Grammar School, Belfast

EXTRA-CURRICULAR
POLICY

December 2017



Introduction

At St. Mary's, we recognise that classroom based learning is just one part of the education process. In striving to develop the potential of individuals to the full we believe we have much more to offer. We work hard to create a balanced curriculum which has breadth as well as depth. The school has a strong tradition of sporting participation, a range of music activities and a variety of extra-curricular clubs.

High quality clubs and activities are an essential part of school life. They provide opportunities to enrich student's experiences beyond the curriculum and an excellent medium to foster good relationships between teachers and students. They develop their social skills by providing a forum for interaction between students of different ages and schools.

Clubs and activities should promote a positive attitude towards school and help to develop the school's relationship with parents. They may also help students to channel their leisure time constructively.

At St. Mary's we aim to give students opportunities to:

- Participate in a variety of extra-curricular activities
- Safely enjoy well organised extra-curricular activities
- Be involved in competitive activities which take place in a friendly and sporting atmosphere
- Make an active contribution to the school through their participation
- Develop and extend their skills.

Implementation

- All extra-curricular activities must adhere to the following procedural and safety guidelines:
- Any teacher intending to begin a new activity must consult with the Pastoral Vice-Principal in charge of extra-curricular activities.
- A new list of extra-curricular activities will be co-ordinated by the Pastoral Vice-Principal at the beginning of each academic year.
- All extra-curricular teams must submit a list of their team members, the names of up to 2 mentors and the name of the competition they will be taking part in that season.
- Each team mentor must sign up to the guidelines found in Appendix 5.
- If a member of staff intends to use adult volunteers to help run a club they should consult with the Pastoral Vice-Principal who will ensure they are Access NI checked.

Criteria for approval

At all times, permission must be sought, in person, from the Pastoral Vice-Principal if students are being released from class for an extra-curricular activity and if teachers need rota cover. Even if teacher cover is not required, the Pastoral Vice-Principal must be informed of student absence from class for any extra-curricular activity. This permission should be sought through completing **Form ST 1** (See appendix 1)

If appropriate notice is given (See appendix 7), all requests for competitions will normally be honoured. Notice on the day of the event will not be considered for rota cover.

Parental approval must be sought for students taking part in extra-curricular activities if this necessitates leaving the school premises. For those students taking part in repeated activities, parents/guardians must complete **Form ST 4 (i)**.(appendix 4). The reverse of this form contains a Code of Conduct **Form ST 4 (ii)** which must be read and signed by both Parents/Guardians and students.

For individual extra-curricular activities which necessitate leaving the school premises, teachers should ensure each student has **Form ST 2** (See appendix 2) completed by their Parents/Guardians.

In all cases, **Form ST3** (See appendix 3), listing the names of all students taking part in the extra-curricular activity must be left with the Pastoral Vice-Principal. In addition, appropriate lists must be posted for staff.

Within 24 hours of the extra-curricular activity having taken place, the Teacher in charge of the event on that day must complete a Trip Evaluation Form, **Form ST5** (See appendix 6). This should be returned to the Pastoral Vice-Principal. Any critical incident should be reported to the Pastoral Vice-Principal on return to school.

Transport

Every effort should be made to use the mini-buses to transport students to their extra-curricular activity where possible. There will be a list of all teachers who are insured to drive the mini-bus and this may be used on a rota basis if necessary.

Booking of mini-buses should be done through the office and only when you have firm arrangements in place. Provisional bookings should be cancelled as soon as you become aware you do not need the mini-bus. Booking on speculation is not permitted.

If the trip is of a long distance, all Health and Safety issues should be discussed with the Pastoral V.P. Only when a mini-bus is not available should coach hire be discussed directly with the Director of Corporate Services.

The mentor must ensure that all students travelling remain together at all times as a team body. The mentors should also ensure their safe dismissal home after the event.

All issues concerning student supporters of teams must be discussed with the Pastoral V.P.

Resources

Every effort will be made to ensure that resources are evenly distributed as fairly as possible and each request will be viewed on its individual merit.

All requests for day to day resources should be made directly to the Director of Corporate Services.

Requests for significant items should be made to the Pastoral V.P for approval and, if necessary, discussion by the Senior Leadership Team.

Rewards for team sports/ events

At the end of a competition the team will be rewarded with a formal meal out, to celebrate, win or lose.

A sandwich and a drink will also be provided for each player on the way home from a match by way of restoring sugar levels after a competitive game.

If a team have been away for a full day, they would be brought for an informal meal/snack on the way home.

Appropriate rewards for non-sporting events will also be given.

Promotion of Success

It is the responsibility of the Teacher in charge of the activity to compile a report on their respective activity. This should then be forwarded to the appropriate member of the Internal Communications Team who will facilitate its wider promotion in the media if appropriate and also on the school website and Social Media pages.

Discipline

It is important to make all students aware that, while on trips outside of school, they are representing the school and that outsiders will be taking note of their behaviour. This presupposes a high standard of discipline. Organisers and teachers will make it clear to students that no untoward behaviour will be tolerated either in transit or in situ. Students should be reminded of the Code of Conduct and briefed about

appropriate behaviour before taking part in the extra-curricular activity. They should be reminded that:

- Students with a poor record of discipline may be prevented from participating in extra-curricular activities.
- Normal school rules regarding behaviour shall apply at all times

It is the responsibility of mentors/teachers/organisers to maintain discipline at all time.



Approval Form for School Trips

Purpose of Visit

Destination/Sites to be visited

Accommodation (if applicable)

Date & Duration of Visit (inc times of departure & return)

Classes/Groups involved (See Form ST3)

Teachers/Supervisors

Emergency Contact (Address, Phone No. etc.)

Travel Arrangements

Has Approval been sought from the Pastoral Vice-Principal? (Please tick)

Office Calendar (RH)

Parents' Consent Form (Form ST2) Minibus Booked

Registration Form (Form ST3)

I have considered the information supplied by the organisers of this trip and I am satisfied that the arrangements comply with school policy. I therefore give my approval.

Signed : _____ (Vice-Principal) Date : _____



Parental Consent Form

Dear Parent,

This is to inform you that your son will be going on an educational visit as indicated below. Would you please read this form and mark where appropriate to indicate your approval. Further information may be obtained from the teacher in charge.

Teacher in Charge

Nature of Trip
(include details of any activities)

Dates

Travel Arrangements

Type of Clothing

Lunch Details

Emergency Contact
(Parent/Relative)

	Name: _____ Telephone: _____
	Address: _____
	E-mail Address: _____
	Is there any information about your child, medical or otherwise, of which the organisers of this trip should be aware?

I have read the information supplied on this form and agree to my child: -

_____ (Name of Student)

participating in the trip described.

_____ (Signature of Parent/Guardian)

_____ (Date)

Registration Form for Students on School Visits

Students on School Visit to: _____

Dates: _____

	Student's Name	Class	Receipt of Consent Form ST2
1			
2			
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This form must be taken on the visit and a copy should be left with the Pastoral Vice-Principal



Parental Consent Form for Repeated Activities FORM ST4 (i)

Dear Parent,

This is to inform you that your son will be going on an educational visit as indicated below. Would you please read this form and mark where appropriate to indicate your approval. Further information may be obtained from the teacher in charge.

Teacher(s) in Charge

Nature of Activity

**Dates
(Approx)**

Travel Arrangements

**Emergency Contact
(Parent/
Relative)**

Name:

Telephone:

Address:

E-mail Address:

Is there any information about your child, medical or otherwise, of which the organisers of this trip should be aware?

I have read the information supplied on this form and agree to my child: -

_____ **(Name of Student)**

participating in the ongoing activities identified above.

_____ **(Signature of Parent/Guardian)**

_____ **(Date)**



CODE OF CONDUCT FOR STUDENTS

We expect that a St. Mary's student will:

- Abide by the rules set down by team mentors when travelling to and from away matches.
- Play by the rules of the game.
- Behave in a manner that avoids bringing his event or St. Mary's into disrepute.
- Respect officials and accept their decisions without dissent.
- Respect opponents as partners in an event and shake hands at the end of a match.
- Respect fellow team members, give them full support both when they do well and when things go wrong.
- Conduct himself in a sportsmanlike manner at all times.
- Win with grace and lose with dignity.

St Mary's students are entitled to:

- Be treated with dignity, respect and equality.
- Be safe and feel safe.
- Be happy, have fun and enjoy their event.
- Experience competition and the desire to win as a positive and healthy outcome of striving for best performance.
- Be listened to by their team mentors.
- Say NO.

Being in a school team is a privilege which is dependent upon standards of work and behaviour in class and around the school.

I have read and agree to abide by the above Code of Conduct.

_____ (Signature of Student)

_____ (Signature of Parent/Guardian)



TRIP EVALUATION FORM

ACTIVITY:

DATE:

MENTOR/S:

STUDENTS INVOLVED:

ANY ACCIDENTS:

ANY DISCIPLINARY ISSUES:

ANY MEDICAL ISSUES:

ANY OTHER COMMENT:

SIGNED:



CODE OF CONDUCT FOR MENTORS

Team mentors are expected to:

- Abide by the rules set down by the governing body of their respective sport/event.
- Play by the rules of the game.
- Behave in a manner that avoids bringing his/her event or St. Mary's into disrepute.
- Respect officials and accept their decisions without dissent.
- Respect opponents as partners in an event and shake hands at the end of a match.
- Respect all team members, give them full support both when they do well and when things go wrong.
- Conduct all communication with their team in a strictly professional manner and remember that the professional standards required in the classroom should extend to the team dressing room before and after matches, and at half time, and to all activities throughout the game.
- Mentors should not leave the changing rooms area until all have left.
- Conduct themselves in a sportsmanlike manner at all times.
- Win with grace and lose with dignity.
- Mentors are responsible for the safe-keeping of trophies. These are to be retained in school and not taken home without prior approval of the Principal.
- Mentors are responsible for requests for information pertaining to students in relation to pen-pics and the progress of the team as may be required for programmes.

St. Mary's expects all team mentors to insist on the highest behavioural standards from all their students at all times, to lead by example in this respect and expects full cooperation from those involved in the event of any departure from such standards.

Signed:.....

Date:.....

Planned Absences

- Three days notice must be given in person to the Pastoral V.P for any planned absence.
- Absence Notification

Monday

Tuesday

Wednesday

Thursday

Friday

Wednesday

Thursday

Friday

Monday

Tuesday

Approvals

- Signatures:

Principal

Chair of Governors

- Date of approval by Governors:

___ / ___ / _____

- Date of next annual review:

___ / ___ / _____