

# Co-Curricular Activities Policy

## RATIONALE:

St Albans Secondary College has a commitment to providing students with a range of educational experiences which recognises the significance of learning beyond the classroom.

## GUIDING PRINCIPLES:

Participation in co-curricular activities is valued and encouraged as a vital component of a student's educational program and social development.

We also recognise the importance of effective processes and planning in relation to co-curricular activities in order to minimise disruption to classroom programs.

## IMPLEMENTATION:

Responsibility	Action
<p><b>Teachers organising co-curricular activities</b></p>	<ul style="list-style-type: none"> <li>▪ Are responsible for ensuring that procedures as outlined in the Excursion Policy are followed where appropriate in relation to the organisation of co-curricular activities.</li> <li>▪ Advise Year Level Coordinators of students who will be absent from classes and the times of their absences. This should be done well in advance of the activity (at least 3 days) to allow Year Level Coordinators where necessary to plan for the redistribution of classes and reallocation of students not attending the activity. For ongoing activities lists of participants should be regularly updated for Year Level Coordinators.</li> <li>▪ Advise teachers who will be affected by student absences from their classes of the students involved and the times of their absences. This should be done in advance of the activity through: <ul style="list-style-type: none"> <li>- email advice to staff</li> <li>- notices next to the Daily Extra Sheets in both staffrooms</li> <li>- advice to individual teachers involved</li> <li>- notices in Snippets.</li> </ul> </li> <li>▪ Advise parents that their child will be missing certain classes or required after school to participate in co-curricular activities. This could be done through a standard letter to parents detailing the dates and times of the activity.</li> <li>▪ Make every effort to minimise disruption to particular classes by rotating the time-day of the activity where possible.</li> <li>▪ Are responsible for encouraging students who participate in their activity to catch up on any missed class work.</li> </ul>

Responsibility			Action
Year School	Level	Coordinators/Sub Leaders	<ul style="list-style-type: none"> <li>▪ Are responsible for maintaining an overview of the co-curricular activities and programs offered to students within their Sub School, for initiating and developing appropriate co-curricular programs and for monitoring student participation in such activities and programs.</li> <li>▪ Are required to redistribute classes and reallocate students as necessary to assist in the running of such programs.</li> <li>▪ Where possible, acknowledge a student's co-curricular achievements in reporting to parents.</li> </ul>
Teachers			<ul style="list-style-type: none"> <li>▪ Are asked to respond positively to the school's philosophy on co-curricular activities and to support students' participation in such programs where appropriate.</li> <li>▪ Are responsible for providing opportunities for students to catch up on class work missed due to their participation in co-curricular activities.</li> <li>▪ Should advise the Year Level Coordinator if they feel that a student's class work is suffering because of their participation in co-curricular activities.</li> <li>▪ Avoid reporting negatively to parents on a student's participation in co-curricular activities without prior discussion with the Year Level Coordinator to allow concerns to be addressed.</li> </ul>
Students			<ul style="list-style-type: none"> <li>▪ Are responsible for legitimately catching up on their class work missed as a result of their participation in such activities and programs.</li> </ul>

### EVALUATION:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in...	June 2013
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