



CO-CURRICULAR PROGRAMME POLICY

1. Introduction

Epsom College in Malaysia ("ECiM") has a commitment to providing students with a range of educational experiences which recognises the significance of learning beyond the classroom. We firmly believe in the benefits of all-round education where academic pursuits are supported by new and exciting co-curricular opportunities. This policy aims to set out the procedures for the Co-Curricular Programme, including registration, supervision and expectations of both staff and pupils involved.

2. Aims of the Co-Curricular Programme

Co-Curricular Activities ("CCAs") give students a chance to explore areas of interest, perfect their skills and develop a better sense of self. They help students to engage in school life and develop a sense of belonging to the wider school community.

- The term 'Co-curricular' refers to activities, programmes, and learning experiences that complement, in some way, what pupils are learning in College - i.e., experiences that are connected to or mirror the academic curriculum.
- Co-curricular activities are typically, but not always, defined by their separation from academic courses.
- The College seeks to encourage participation in co-curricular activities in a safe and consistent way so that pupils, parents and staff are aware of the procedures and so that the activities are executed safely and with due regard to the pupils' care.
- The College aims to provide additional activities for a wide range of pupil needs and interests to help them develop as healthy, confident, creative, socially adept and culturally aware individuals.

3. CCA Programme Selection Procedure (and time-frame)

The details below outline the procedure for selecting and registering activities in the College CCA programme:

- The CCA Programme will be made available to Senior School pupils and staff at the end of the previous term in the form of a **CCA Handbook**. This handbook will be produced by the Co-Curricular Coordinator, taking into account the commitments and requests of both staff and pupils. The exception to this is at the start of the academic year in Term 1, when the Handbook will not be available until the start of term and the programme shall commence in Weeks 2-3.
- The selection and monitoring of all Senior School pupils in the Co-Curricular Activity programme is through the CHQ Activity System. Pupils will be sent an e-mail with a link to both the Handbook and the CHQ Selection Form.
- All staff will receive a CHQ username and password to access the system and register pupils.
- Senior School pupils select their own CCAs and complete this directly onto the CHQ system after discussing and agreeing their selection with their tutor. This is to ensure that a suitable balance of activities is achieved that best suits the individual and ensures they are able to meet any existing commitments (e.g. musical, academic). Tutors should enter and record they have done this on the 'Tutor Checklist' e-mailed to all staff by the Co-Curricular Coordinator.
- All Senior School pupils are expected to select an activity during the CCA time (4.15-5.30pm Monday-Friday). Year 12 pupils are permitted to select a 'Study Period' for 1 of these; Year 13 pupils for 2 of these slots. This changes in the Summer term due to examinations.
- Senior School pupils initially choose 2-3 activities for each day (1st, 2nd and 3rd choice). As each class is subject to availability, the system will allocate pupils to one of their chosen CCAs on each day. The system works on the basis that if a pupil does not get their first choice in Term 1, they are very likely to do so in Term 2. Where there is a fee for an activity (due to external coaching or an off-site venue), this is highlighted with the cost next to each activity description.
- The College should obtain the prior written consent of the pupil's parent or guardian to participate in any co-curricular activity which requires an additional cost or where there is a risk involved. This could be via an e-mail record. Consent must be retained as a reference document with the responsible member of staff. Parents should be informed of the type of activity, its purpose, duration, location, cost (if any), supervisors' name(s), transportation arrangements and contact information.
- Pupils have 5 days to enter their choices and submit the CHQ Form online after discussion with their tutor.

- Once Senior School pupils have selected their choices and the system has allocated them to an activity, the Co-Curricular Coordinator will notify pupils they can check their timetables on the CHQ system. Staff will be e-mailed a CCA Timetable with venues. Activity registers can be found on the CHQ system, assigned to the relevant member of staff.
- Prep School pupils select their CCAs with their parents and not via the CHQ system. The Head of Prep School will e-mail parents before the start of each term with CCA choices for parents to discuss with their child. The parents will then e-mail the preferred choices to the Head of Prep School directly. Any additional costs, risks or commitment, will be notified at the time of signing up for the activity/club by the Head of Prep School.

4. Expectations (Pupils)

The same standard of behaviour and adherence to College rules are expected of all pupils during CCA time as during academic lessons. This means that pupils must:

- arrive to their CCA ready to start punctually (4:15pm);
- be appropriately dressed for the activity in College regulation sports kit/uniform, unless advised otherwise by the member of staff in charge of the activity;
- follow any instructions given by the member of staff responsible for the activity.
- in the event of the lightning alarm being activated, wait under cover with the member of staff supervising the activity until either the all clear is given or they are instructed to return immediately to the Boarding House and report to the House Duty Supervisor or Matron/Steward to let them know they are in the House at that time;
- not take any personal belongings or valuables with them to the activity unless specifically advised to by the supervising member of staff;
- not swap CCAs without approval from the Co-Curricular Coordinator who they must see in person; Requests to swap via e-mail will not be permitted;
- check CHQ regularly for any updates/changes to their CCA timetable;
- get involved and try their best;
- not put in a request to change a CCA before they have tried it for 2 weeks. It is almost impossible that pupils will be allocated a CCA that they did not choose;
- understand that the deadline for changes will be 1 month after the CCA for that term has commenced; and
- understand that non-attendance at a CCA Activity without permission will be reported to a pupil's HMM and a pupil will be placed into a College detention on a Friday afternoon.

5. Expectations and Responsibilities (Staff)

a) General

- ECiM is responsible for pupils at all times during co-curricular activities and exercises its duty to ensure the safety of all pupils involved. Planning and execution of the activities should be carried out in accordance with the College's Health & Safety and Child Protection policies, which staff should consult with as necessary.

- All staff are expected to have an active involvement in the Co-curricular activities programme of the College which may include devoting a reasonable amount of out-of-class time to running/supervising pupil activities. It is expected that staff will supervise 2 CCA activity slots per week, although one of these sessions may include the supervision of a Boarding House during CCA time, with the agreement of the Co-Curricular Coordinator/Deputy Head (Pastoral) or their designate.
 - Staff must use CHQ for all administrative matters regarding co-curricular activities
 - Staff must take a register for all activities they are responsible for. Further details can be found in section 6. Below.
 - CCAs are considered as an extension of a normal timetable, thus the same expectations for punctuality, dress, use and return of equipment/resources apply. CCAs should not be cancelled by staff without agreement from the Co-Curricular Coordinator/Deputy Head (Pastoral) or their designate and must be supervised at all times. If transport or facilities are a problem staff must keep the pupils with them; they should not go home or be released to return to the Boarding House, unless in the event of lightning for an outdoor sporting activity and the House staff supervising have been informed.
- b) Staff Absence**
- For pre-authorised absences, staff must ensure they have found a cover teacher for their CCA, have provided them with access to their class register and have informed the Co-Curricular coordinator of the change in staff for that session.
 - The cover teacher should send a list of **all absent** students to the Co-Curricular coordinator before 4:25pm.
 - For unavoidable last minute absences, the Co-Curricular coordinator must be informed as soon as possible together with the necessary cover work (not required for sporting activities). Pupils should be notified of any venue change by e-mail via the CHQ system (*select class in forthcoming events > broadcast messaging > all available for this event (hover over notebook) > select 'pupil only' picture (top option).*
- c) Lightning**
- In the event that the lightning alarm sounds during Sport CCA, the member of staff responsible for the activity will ensure pupils shelter under cover for 15 mins in case the lightning alarm indicates it is safe to recommence the activity. If that is not the case, staff send pupils back to the Boarding Houses. They must also send an e-mail to the member of staff on House Supervision duty so that they know which pupils to expect in Houses. This is to ensure that all students are accounted for and are with a member of staff.
 - The Director of Sport provides all staff with a copy of the House Supervision Duty Rota at the start of each term.

6. Registration & Supervision

The College must provide adequate and qualified adult supervision for all co-curricular activities, including those off site and on site. Staff supervising activities must take into account the nature of the activity and the ages and numbers of participating pupils, and must be aware of their responsibilities for these pupils in the event of an emergency.

Pupils must not be left unsupervised at College at any time, which includes during co-curricular activities.

Prep School Pupils attending additional after school activities (e.g. clubs) are to be supervised until they are picked up by an authorised adult or are delivered by a member of staff to their Boarding House.

The College must accurately and continuously record a pupil's attendance at all College co-curricular activities. Staff supervising activities are responsible for:

- ensuring registers have been completed, and saved on the CHQ System, by 4:25pm each day so that the Co-Curricular Coordinator is able to send a Daily Absence Report to HMMs each day at approx. 4.45pm;
- responding to an e-mail request by the Co-Curricular Coordinator in the event the register cut-off point is missed. This will require staff to send an e-mail of absentee pupils to all HMMs before the end of the working day (5.30pm). This is to ensure that HMMs can account for the whereabouts of all the pupils either before they depart for home in the case of day pupils or at evening registration for boarders; and
- e-mailing a list of absentee pupils to the Co-Curricular Coordinator as soon as possible that day in the event the CHQ system is not working.

7. Medical Support

Whenever sporting or other co-curricular activities take place, a qualified nurse shall always be on duty to provide emergency first aid service. During working day hours the nurse will be based in the first floor Medical Room. After supper they will move to the San building behind Wilson House. A first aid kit must be available at all times to administer emergency treatment to an injured or sick person before professional medical care is available. The College shall conduct risk assessments for all co-curricular activities and ensure that all such activities are managed at all times in a safe and secure manner.

Further information can be found in the College's First Aid Policy, Provision of Medical Care Policy and Head Injury Policy.

8. Off-site Co-Curricular Activities

Any activity taking place off site must first have been checked by a member of staff as a suitable venue for taking ECiM pupils. A Risk Assessment of the venue should be requested and/or carried out by the member of staff on the initial visit.

In addition, staff in charge of running off site activities must ensure they adhere to the following procedures:

- Ensure that a list is left at the College of those pupils who are in attendance. This may be a paper copy left a reception or by updating the electronic register on the CHQ system before departing. The register must be 100% accurate.
- Check whether pupils have any allergies or serious medical conditions that staff need to be aware of. This information is sent to all staff from the Medical Centre at the start of the year. The Medical Centre can be contacted by a member of staff for an updated check as required.
- Pupils must be briefed with expectations before departure.
- Staff mobile phone number must be left with the Deputy Head (Pastoral).
- Staff must take a head count of pupils before departing, at appropriate times throughout the activity and before returning to College. Head counts should be cross checked with the 2nd member of staff where necessary if it is large group.
- Seat belts must be worn by all and checked by staff.
- Pupils must be encouraged not to carry valuables on them, and any done so are at their own risk. This includes pupils taking mobile telephones with them.
- Staff phones must be carried at all times and kept available throughout the CCA.
- First Aid kit must be taken along with any pupil medication (asthma inhalers etc.) and water, where necessary.
- Any permission slips to participate in the activity must be copied and taken with the member of staff in a folder.
- Sensible behaviour must be enforced at all times.
- Where necessary, the member of staff should remind the driver they may not use their phones at any time while the bus is in service (i.e. moving).
- Staff must ensure the CCA finishes in time for getting to the bus and transfer back to College at the expected time.
- In the event the expected arrival time at College is delayed by more than 15 minutes, the member of staff should notify the Deputy Head (Pastoral).
- In the event of an emergency either whilst travelling to/from the activity or during the activity, the member of staff should call the Deputy Head (Pastoral) or in their absence, another member of the SLT on the duty phone.

9. Monitoring & Review of Programme

This policy is monitored on a termly basis by the Co-Curricular Coordinator and is under regular review with the Deputy Head (Pastoral).