



# Co-Curricular and Extra-Curricular Activities - Policy

Version	Approved by	Approval date	Effective date	Next review
1.2	College Executive	4 June 2018	4 June 2018	2 June 2022

## POLICY STATEMENT

<b>Purpose</b>	To outline and explain the College expectations of the Co-curricular Programme in order to provide the student cohort with a holistic educational experience.
<b>Scope</b>	All teaching staff, external coaches, students and parents/caregivers/supporters.
<b>Principles</b>	<p>At all times, participation in the Co-curricular programme is congruent with the values that underpin the College's educational programme. The College community will be strengthened through the contribution of students to the Co-curricular Programme and this will further build the strong sense of community that exists at St Patrick's. The Co-curricular Programme also provides opportunities to foster harmonious relationships between students and teachers that are established and developed through programmes that occur outside of the classroom.</p> <p>The College's Sporting Programme provides our students with an opportunity to participate in meaningful, learning and enjoyable sporting activities that do much to supplement the holistic educational experience St Patrick's offers its young men. Involvement in the Sports Programme enables our students to experience and strengthen their sense of camaraderie, competition, teamwork, good sportsmanship and school pride whilst also providing pathways for those seeking higher representative honours. It also provides opportunities for our students to exercise, improve their fitness and engage in healthy activities.</p> <p>The Co-curricular Cultural Programme is an integral part of the broader education of our students and provides them with an opportunity to engage in areas of interest. It also forms an integral part of the holistic educational experience and also provides pathways for those seeking representation at higher levels. Boys are encouraged to perform to the best of their ability and are always reminded that the primary aim is enjoyment and growth.</p> <p>All students will participate to the best of their ability in the Co-curricular life of the College. Participation in a range of programmes will be consistent with students' interests and abilities and will foster students' development to the best of the College's capacity. At all times, students are expected to adhere to the Codes of Conduct and demonstrate good sportsmanship and perform to the best of their ability, consistent with each activity delivered through the Co-curricular Programme. There is a clear understanding that St Patrick's College, through the terms of enrolment, will be given priority when a student is selected to be involved in particular cultural and sporting pursuits, over and above those selected to external sporting and cultural affiliations. The College will endeavour to provide safe quality facilities for the various activities the students participate in.</p> <p>It is the College's view that the overall effect of Co-curricular activities on the student's academic performance and personality development is positive. It complements the academic activities in attainment of education's main goals, that of bringing growth and positive change in student's behaviour.</p>

# POLICY PROVISIONS

## 1. Student Involvement

The College has in place *Conditions of Enrolment* document that sets out the conditions of enrolment at the College. It is a standard condition of enrolment that every boy is to be fully and actively involved in Co-curricular and Extra-curricular activities.

The co-curricular and extra-curricular activities beyond the ordinary hours of school are a necessary part of the College's programme. Students are enrolled on the understanding that they join in sports, retreats, class camps, excursions and similar activities.

Students who have the ability and physical fitness and are chosen to represent the College in sport will do so willingly, enthusiastically and conscientiously as a way of building up College Spirit. Commitment to College sport, Co-curricular and Extra-curricular activities has a priority over all other activities such as outside tutorials, part-time work commitments and outside club commitments.

Students who are not selected in their preferred area/s of involvement will be directed to other Co-curricular activities in order to fulfil their commitments.

## 2. Staff Involvement

All teaching staff are employed on the understanding they are expected to assist and participate in the College's Co-curricular and Extra-curricular Programme. Staff will be remunerated for their involvement in the Co-curricular Programme.

These are activities which include substantial preparations, outside the timetabled school day and extend over a period of at least six (6) weeks. They carry expectations in terms of number of hours of training/practice with students outside the timetabled school day. Training of teams, and presence at weekend sporting fixtures as well as attendance at debating and performing arts training/rehearsals and performance/competition events all fall within these expectations.

Teaching staff will be provided opportunities to gain suitable coaching qualifications and will be remunerated accordingly.

Teaching staff agree to abide by the College's and ISA's Code of Conduct whilst participating in the Co-curricular Programme.

### 2.1. On-going contractual obligations

Co-curricular involvement is to be **at least** the equivalent to the winter sports commitment per Co-curricular year. Whilst personal preferences and qualifications will be taken into account, the Principal, having regard to the needs of the College and in particular its students, reserves the right to assign specific Co-curricular activities.

### 2.2. Mandatory Requirements

Teaching staff engaged by the College to coach/tutor within the Co-curricular Programme must have a current verified Working With Children Reference Number which the College will keep on file. They must also agree to abide by the College's and ISA's Code of Conduct that will be provided to the coach/tutor prior to the commencement of the relevant Co-curricular activity.

### 3. Parent/Caregiver and Outside Coaches Involvement

Parents/Caregivers and outside coaches are encouraged to support, coach, assist and participate in the College's Co-curricular Programme.

The coaching/tutoring of Co-curricular activities attracts an allowance/remuneration.

#### 3.1. Mandatory Requirements

Parents/Caregivers and outside coaches engaged by the College to coach/tutor within the Co-curricular Programme must have a current verified Working With Children Reference Number which the College will keep on file. They must also agree to abide by the College's and ISA's Code of Conduct that will be provided to the coach/tutor prior to the commencement of the relevant Co-curricular activity.

## PROCEDURES

### 4. Outline

#### 4.1. Students

- The College encourages students to participate in activities for which they show an interest and/or proficiency.
- Students are expected to participate in those activities for which they nominate and are required to attend the necessary training/practice sessions. They are expected to represent the College in sports and activities for which they show proficiency and particularly in instances where they are involved in sporting/cultural pursuits in bodies external to the College.
- A number of activities require students to trial for a limited number of places. Students not selected in a team or squad are to consult the Director of Co-curricular or the Head of Junior School Sport to gain placement in another activity in order to fulfil their Co-curricular commitment.
- Appropriate uniforms and presentation are required at all times.
- Students who nominate to participate in a particular activity are required to undertake complete involvement throughout the programme. In cases of sport, students who nominate to play in a summer season activity are expected to participate in Terms 1 and 4, while those who nominate for winter sport are expected to fulfil obligations throughout Terms 2 and 3.
- Students are not able to change from one activity to another without prior approval given by the Director of Co-curricular.
- If a student is chosen to represent the College and cannot attend the event due to a legitimate reason, an advanced request for leave is required from the parent.
- Breaches of this policy will involve disciplinary sanctions, as determined by the Director of Co-curricular and/or the Principal.

#### 4.2. Staff

- Prospective teaching staff are informed of their Co-curricular obligations at the time of their interview and at the time of their contract signing.
- Teaching staff meet with the Director of Co-curricular or Junior School Head of Sport in order to indicate their areas of preference, experience and qualifications.
- Teaching staff are ordinarily given a minimum of two weeks' notice prior to the commencement of their Co-curricular activity coaching/supervision.
- Heads of Sport and/or MIC's provide them with relevant documentation, including and not limited to the induction package, Coach Guidelines, Risk Management Plans and Group Health Care Plans.

### 4.3. Outside Coaches/Music Tutors

- Prospective outside Coaches and Tutors meet with the Director of Co-curricular or Heads of Sport or Bandmaster to determine their suitability for a specific role.
- Successful applicants provide Working with Children reference numbers for verification along with their ATO forms and bank details for payment upon completion of their season.
- Outside Coaches and Tutors are ordinarily given a minimum of two weeks' notice prior to the commencement of their Co-curricular activity coaching/supervision.
- Heads of Sport and/or MIC's and/or Bandmaster provide them with relevant documentation, including and not limited to the induction package, Coach Guidelines, Risk Management Plans and Group Health Care Plans.

ACCOUNTABILITIES	
<b>Policy Owner</b>	Director of Co-curricular
<b>Contact Officer</b>	Director of Co-curricular, Heads of Sport, Bandmaster and Managers-in-Charge (MIC's)
SUPPORTING INFORMATION	
<b>Legislative Compliance</b>	Work, Health and Safety Policy Child Protection Policy
<b>Supporting Documents</b>	Induction package that includes: <ul style="list-style-type: none"> <li>• Independent Sporting Association Code of Conduct.</li> <li>• St Patrick's College Code of Conduct</li> <li>• Guidelines for Coaches</li> <li>• ISA Concussion Plan</li> <li>• Rugby Australia Concussion Policy</li> <li>• Reporting Injuries Procedures</li> <li>• ISA Extreme Weather Guidelines</li> <li>• Complaints and Grievance Policy</li> </ul>
<b>Related Documents</b>	Group Health Care Plan Risk Management Plans and Facility Checklist Conditions of Enrolment
<b>Superseded Documents</b>	Policy on Co-curricular Activities – October 1997

## DEFINITIONS AND ACRONYMS

### Co-curricular and Extra – curricular Activities

A Co-curricular activity is defined as:  
An educationally enriching activity sponsored by the school that requires the student to spend time outside of normal school hours, representing the school and/or contributing to the school community.

Examples of such activities include:

- School sport (Compulsory summer and winter Year 5 and 6)
- Duke of Edinburgh Award Scheme
- Performing Arts production, Band Programme, Orchestral Programme and Choir
- Debating/public speaking and Mock Trial
- Social Justice Action Group (SJAG) and the Faith In Action Team (FIAT)
- Athletics and Swimming carnivals and other designated activities as determined by the Principal

An Extra- curricular activity is defined as:

Not part of the required curriculum; outside the regular course of study but under the supervision of the school.

Examples of such activities include:

- Attendance at College Speech Nights
- Attendance at parents/student/teacher nights
- Attendance at Presentation evenings
- Attendance at College Swimming and Athletic Carnivals

## DOCUMENT DIRECTORY

### Category

Community and Relationships

### Audience

All members of the College community.

## REVISION HISTORY

Version	Approved by	Approval date	Effective date	Sections modified
1.1	College Executive	04/06/2018	04/06/2018	