

Co-Curricular Policy

Applies to:

- All staff (teaching and non-teaching), the directors and volunteers working in the School;
- Pupil, Parents, Guardians and Caregivers and Prospective Pupils;
- Contractors.

Availability:

This policy is made available in the following ways:

- The School's website www.radnor-sevenoaks.org;
- Via Teams, All Staff Shared Documents, Compliance, Policies;
- On request a copy may be obtained from the School's Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Head.
- The Board of Directors undertake a formal annual review of this policy.

Signed:



David Paton
Head



Ian Davies
Chairman of the Board of Directors

Reviewed: September 2025
Next Review: September 2026

1. Aim

- 1.1. Radnor House Sevenoaks (The School) offers a diverse range of clubs and co-curricular activities which are designed to complement and extend learning in the classroom. The full range of clubs and activities can be seen in the [co-curricular brochure](#).
- 1.2. The aim of this policy is to ensure that all staff have clear and consistent communication on the procedures regarding clubs in order to ensure that their delivery and administration is as effective as possible, and that the safeguarding and educational needs of the pupils in our care are met at all times.

2. Expectations in clubs

2.1. Staff Members

- 2.1.1. As a minimum expectation, staff members taking clubs should have their sessions clearly planned. Behaviour expectations are identical to those expected in classroom situations, with sanctions to be given for poor behaviour or lack of respect.
- 2.1.2. A register must be taken at each session for safeguarding purposes, using SOCS.
- 2.1.3. Any student who is not present and has not provided a reason for absence in advance must be marked as an unauthorised absence.
- 2.1.4. If a staff member knows that they are going to be absent for a club, they are to let the pupils know as soon as possible, preferably by email. Relevant staff should also be contacted to pass this message on to pupils, with a notice displayed on the appropriate club location to communicate the cancellation.
- 2.1.5. If absence is last minute, the teacher should let the cover know as a means to communicate this cancellation (but not to cover the club)

2.2. Pupils

- 2.2.1. Pupils need to commit to attending the clubs that they have signed up for. If a pupil knows that they are unable to attend, for example, because of a clash with a fixture, they are to let the member of staff responsible for the club know as soon as possible, either by email or in person.
- 2.2.2. If a pupil decides a club is not suitable for them, they are to discuss this with the member of staff responsible for the club. They will then need to sign up for an alternative club in order to meet their provision.
- 2.2.3. Pupils are expected to attend at least two clubs a week, which can be a mixture of during and after school as well as sporting and academic activities. Exceptions apply, which are explained later in the policy.
- 2.2.4. Pupils are to apply the core values to their participation in clubs and treat staff with respect and full effort at all times in order to gain the most from the clubs they attend.
- 2.2.5. Mobile phones are not to be used in clubs.

3. Billing for clubs

- 3.1. All clubs for which a fee applies are clearly labelled in the co-curricular brochure, and when loaded into SOCS they also appear there. Some clubs from January 2025 carry an additional 20% VAT cost, this is listed on the billing information within SOCS.
- 3.2. Once a pupil has joined a club, they are liable for the term's fees whether they attend or not. The only exception is when a club is cancelled due to other Radnor events.

- 3.3. When pupils are in-year admissions, the fees associated with clubs that are joined part way through a term are adjusted pro-rata.
- 3.4. Billing for clubs is always in arrears. E.g. The Clubs attended between September – December will be listed on the Spring term invoice. Those who leave the School at the end of Y6, Y11 and Y13 will have their clubs added to their final closure invoice.

4. Procedure for cancellation of clubs

- 4.1. Clubs, where possible, should be cancelled with notice and emails sent to students and parents.
- 4.2. If a club is cancelled at the last minute, for whatever reason, in the senior school, students should go to the library and attend the homework club unless early collection has been arranged with the office. Pupils should contact home through the office rather than using a mobile phone to call home. If a student cannot be collected early, they are to attend homework club.
- 4.3. If a club is cancelled at the last minute, for whatever reason, in the Prep school parents will be asked to collect their child at the end of school day, place their child into Late room until 4 pm or the parent will be offered (places permitting) a place in the after school wrap care provision, it is at the School's discretion whether this will be chargeable or not.

5. Participation in clubs

- 5.1. As explained in the co-curricular brochure, pupils are expected to attend at least two co-curricular clubs. Pupils are encouraged to attend more, but there is an expectation that all will attend two as a minimum.
- 5.2. The assistant head co-curricular will run a fortnightly report to go to relevant heads of year in order to monitor attendance and ensure that all pupils are reaching this level of attainment. Where attendance is below, initially the tutor will have a conversation with the student before the assistant head, co-curricular and deputy head teacher development and pupil enrichment intervene.
- 5.3. For those students attending support clinics, the expectation is for one co-curricular club, but this is only relevant for those pupils in years 11 or 13 and will have been discussed with the tutor in advance.
- 5.4. During internal mock exams, all co-curricular clubs will run as normal. Pupils who are in examination years who do not wish to attend clubs during the exam period need to inform the member of staff running the club of their absence. Staff will mark those pupils as authorised absence.

5.5. Scholars

- 5.5.1. Scholars are expected to attend at least one academic club as part of their co-curricular provision.
- 5.5.2. Sixth form scholars are expected to offer support to staff with their relevant scholarship area (e.g., art) or to run a club of their own relating to this field.

6. Extenuating circumstances

- 6.1. For those students who have heavy commitments outside of school, for example, participation in drama or sports clubs at county level, expectations of participation in clubs will be reduced, but this will be considered on a case-by-case basis. Where students have heavy sporting commitments, they will be encouraged to make more of the academic lunchtime clubs as a means to explore the full club provision on offer.

7. Co-curricular processes – how and when is the co-curricular programme created

	Information from staff	List created and built in SOCS	Opens to Parents/Students	Closes to Parents/Students	Lists Published
Autumn Term	Summer Term 2: week 4	Summer Holidays	1st day of Autumn Term	Friday of the first week back	Monday of the 2 nd week back
Spring Term	Autumn Term 2: week 3	Autumn Term 2: Week 5	Autumn Term 2: Week 5	Autumn Term 2: Final week	Final day of Autumn Term
Summer Term	Spring Term 2: week 3	Spring Term 2: Week 5	Spring Term 2: Week 5	Spring Term 2: Final Week	Final day of Spring Term

8. Term dates for Co-curricular

For clarity the 2025/26 term dates are written in the table below in red.

Term	Begins	Ends
Autumn	Monday – first FULL week of term. 08/09/2025	Friday - penultimate week of term. 05/12/2025
Spring	First full day after INSET. 06/01/2026	Last day of term. 02/04/2026
Summer	First full day after INSET. 21/04/2026	Friday – penultimate week of term. 26/06/2026