



# CRANFORD

SCHOOL

## Whole School Co-Curricular Policy

Please also refer to the school's **'Curriculum Policy for the Junior School'**, **'Curriculum Policy for the Senior School (Including Sixth Form)'**.

This policy has been written in reference to and in the context of the **Character Education Framework Guidance (DfE November 2019)**

### Policy Statement

A full programme of Co-curricular activities supports our school aims of providing a plethora of opportunities for the pupils to explore and develop their personal, social, cultural, intellectual, physical and spiritual potential. The co-curricular opportunities are designed to engender a sense of achievement in meeting each new challenge. Cranford is committed to providing a full and varied Co-curricular programme for every pupil with participative opportunities which include creative arts, dance, drama, music, academic enrichment and sport. Cranford recognises the value of co-curricular clubs in supporting the curriculum and in helping to develop pupils' social and cultural awareness.

It is believed that, through this programme, all pupils will develop self-confidence, challenge themselves, develop and consolidate friendships, grow in their leadership skills and become a collaborative team player. They may choose an entirely new activity and start as a beginning, participate purely for enjoyment or choose to continue mastering a passion or hobby they are already committed to.

Currently over 150 clubs are offered per week, and there are over 2000 pupil sign ups.

### Aims and Objectives

The specific aims and objectives of the Co-curricular Policy are:

- to enable each pupil to experience a wide range of Co-curricular activities
- to enable pupils to excel in a variety of areas outside of the school curriculum.
- to encourage each pupil to participate fully in the Co-curricular programme and to provide them with appropriate guidance as necessary through their form tutor.
- to ensure that a balance is maintained in an individual pupil's programme of activities; both avoiding overfilling time outside of lessons, but also ensuring all pupils are engaging in at least one co-curricular club.
- to ensure that each pupil feels valued in the contribution they make
- to acknowledge and celebrate achievement in Co-curricular activities whether conducted within or outside the school
- to create opportunities for a varied programme to be sustained so that both the arts and sport can flourish within the school
- to enrich the curriculum through academic societies, debating and public speaking and so provide opportunities for extended learning

- to provide pupils in the later part of their schooling to take on leadership roles in the co-curricular activities
- to make use of and promote local, national or international programmes and organisations (for example Duke of Edinburgh, Model United Nations, Youth Speaks)
- to provide pupils with opportunities to discover new interests, including venturing into areas of the co-curricular programme they have not previously been a part of, and develop to develop existing interests, building on their strengths and area of expertise
- to provide high quality activities, run by specialist staff, including internal teaching staff in their area of expertise, and external providers
- to challenge pupils and build expertise in creative arts, sport, music and academic disciplines outside of the curriculum
- to ensure the programme we offer is tailored and suited to the variety of pupils, with their skill sets, passions and gifts, in our school community

## **Roles and Responsibilities**

Every member of teaching staff has a responsibility to support the Co-curricular programme in whatever way they can. This responsibility is carried out in two ways: through contributing to the programme and through supporting the pupils' involvement as a tutor by tracking their tutees participation and encouraging them in their co-curricular attendance. All staff are expected to be involved in at least one club (which is likely to include an after-school club.)

The Head of Co-curricular has responsibility for the overview of the programme and its proper implementation.

Heads of Faculty and Heads of Department should ensure that their department contributes to the provision appropriately.

Heads of Year and Tutors ensure that each pupil has an appropriate timetable of activities and tracks their progress, making contact with parents when necessary.

## **Procedures**

The Head of Co-Curricular, who is in charge of the enrichment activities, co-ordinates the scheduling of all activities, including their locations, staffing, timings and costings.

Activities are scheduled at breaktimes, lunchtimes, before school and after school, which ensures all pupils are able to take part in a variety of activities and ensures that clashes across the various threads of the programme are avoided.

The Director of Sport, Director of Music and Head of Drama are expected to liaise with one another and the Head of Co-curricular to avoid clashes where possible.

Tutors and Heads of Year provide guidance and advice to the pupils in their choices and monitor each pupil's Co-curricular programme to ensure that it is balanced and appropriate in terms of commitment. They also ensure that pupil's involvement is sustained and develops their skills of commitment and dedication.

Club booking is managed through Evolve. Parents can book, view, and make changes to their children's club choices through this platform. A member of administrative staff coordinates the inputting of clubs into this system and manages parental queries regarding this process. Ahead of the start of the school year all parents receive a copy of the clubs' timetable, and notification of when the booking system opens. Parents should book their children onto all the clubs they wish to participate in for the school year. Club choices are confirmed by the school via letter, and any wait list places are shared at this time.

Waitlists: where a club is oversubscribed a wait list is put in place, as well the Head of Co-Curricular looking at adding in additional slot for the oversubscribed clubs.

External providers: the majority of clubs are organised and led by Cranford staff, but a small number are run by exceptional external providers, for example Cookery Club and Performance Cricket.

Co-curricular fees: the majority of enrichment activities are free of charge, and the few that incur a cost are almost exclusively run by external providers. The cost of these clubs will be added to a parents' bill.

Notice period: A term's notice is required if a pupil no longer wishes to attend to avoid charges for internally run clubs, external club providers will let parents know their terms and conditions when they invoice them.

## **Character Education**

As well as providing the pupils with a wide range of co-curricular activities and encouraging each one of them to engage in skill extending clubs in their current interests, but also seeking to find new and exciting opportunities, pupils are also implicitly developing skills in their character education.

The school's co-curricular offer ensures a wide range across artistic, creative, performance, sporting, debating, challenge, team and individual clubs and activities. This includes, but is not limited to Cookery, season and off-season, competitive and non-competitive sport, art club, school show rehearsals, choir, brass ensemble, debate club, medical ethics society and Duke of Edinburgh Awards. Appendix A shows the parent timetable for junior and senior school pupil club options.

The programme offers pupils opportunities to explore new interests, venture into unfamiliar areas of the co-curricular programme, and strengthen existing passions by building on their skills and expertise. This is monitored by the tutors and Head of Year team, who review each pupils' engagement in the co-curricular offer. Tutors take responsibility for ensuring their tutees are participating in a range of clubs, striking a balance with the other demands of school, and taking opportunities to explore new areas of interest. Tutors liaise with parents on this matter and ensure each individual pupil is making the most of the opportunities on offer.

Alongside running regular clubs across different areas of the curriculum, academic departments also run ad-hoc enrichment activities. Teaching staff make use of and promote local, national and international programmes and organisations. This includes but is not limited to Duke of Edinburgh, Youth Speaks, the Lloyd Davies Philosophy Prize run by Oriel College Oxford, Young Writers, World Challenge and NATRE Spirited Arts Competition.

As well as providing opportunities for pupils to develop their skills, the programme provides opportunities for pupils to employ their skills and put them to the test in competitions and performances. Examples include the school productions, Rock and Pop concerts, sporting competitions, attending national competitions for debate and Model United Nations, entering adhoc competitions as outlined above. Pupil's individual and group successes are acknowledged and celebrated in weekly school assemblies, in celebration services and in the Head's Weekly Newsletter circulated to our school community.

## **The Cranford Pathway**

The Cranford Pathway represents a roadmap for pupils on their individual journeys through school, encompassing three key strands of school life:

- A rich provision of co-curricular and extra-curricular clubs and activities which complement our regular academic curriculum, forming a coordinated approach to an all-round Cranford education.

- A personal development pathway that requires pupils to reflect on, and take responsibility for, their wider development beyond the classroom. It encourages pupils to make the most of their potential as well as expanding skills.
- Small group mentoring that offers pupils scaffolded support and builds their confidence, self-awareness and independence.

The Cranford Pathway provides a framework for pupils to try out new activities as well as developing existing interests. It is also used to drive pupil choice and can be used to help meet the requirements of the Duke of Edinburgh awards scheme. Pupils should aim to make their lives busy; historic evidence shows that pupils who are busy outside of the classroom are the ones who tend to perform well academically.

### **Monitoring and Assessment**

A pupil's co-curricular programme is overseen by their Tutor and Mentor, with participation noted in reports. If concerns arise regarding a pupil's enrichment activities, Tutors consult the Head of Year.

The School reserves the right to exercise discretion in applying its policies.

The co-curricular programme is subject to ongoing review.

Reviewed: November 2025      Headmaster, Pastoral care Team, Heads of Co-Curricular and Governors

Review due: November 2026      Headmaster, Assistant Head (Co-Curricular), Head of EYFS and Governors