

Section: Welfare - Staff  
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# CO-CURRICULAR

## STAFF POLICY

### CO-CURRICULAR INVOLVEMENT

Members of staff are required to contribute to the Co-curricular Programme. This is an integral part of School life, offering students a range of sporting, musical, dramatic, public speaking, recreational and outdoor pursuits together with opportunities for community service and academic enrichment. The Programme draws upon the experience and talents of staff members to meet the needs and interests of students.

- All teaching staff will contribute to the Co-Curricular Programme outside classroom hours. Full time staff members are required to complete a minimum of one hour per week during the School year (with the exception of the first and last week of each term). Part time staff will contribute on a pro rata basis.
- Staff involved with Coastal Associated Schools (CAS) this time given is equivalent to 2 Hours per week and will be completed within Semester One of the School year.
- A degree of flexibility exists and staff members are encouraged to discuss individual commitments with the Co-Curricular Coordinator. For example, involvement in a 'one off' event (such as a School drama production) may be a necessary part of the Co-Curricular Programme for some teaching staff.
- School camps and interstate trips are not deemed to contribute to the Co-Curricular Programme.
- Parent /teacher interviews and formal School functions are a necessary component of a teacher's role and are not considered to be aspects of the Co-Curricular Programme.

### CO-CURRICULAR ETHOS

Consistent with the School's focus upon the needs of the whole person – intellectual, spiritual, emotional, physical and social – students from Years 3 to 12 are invited to choose from a range of Co-Curricular activities. Whilst enrolment in the Programme is compulsory for students from Years 3 to 9, the School will approve applications for exemption from parents of students already committed to approved community and association run activities. Participation is voluntary for students in Years 10 to 12.

Parent commitment to the Co-Curricular Programme is essential and may be demonstrated in a variety of ways. Parents can help by ensuring that students select activities carefully and remain committed for the duration of the term/semester. In the event of absence, parents are asked to notify staff prior to the session or as soon as practicable afterwards. For some activities and events, parent assistance may be requested by staff or supervising adults.

Co-Curricular activities will include those of a competitive nature, such as sporting groups, as well as community, personal growth and service opportunities. It is desirable that students achieve a balance by including physical activity in their Programme.

The Co-Curricular activities are an opportunity for staff to share responsibility for the developmental needs of students by serving as coaches, facilitators and coordinators. The activities will provide opportunities for staff and students to work cooperatively and build community in a manner not always possible within the classroom.

Due to limited resources, the School is not able to provide all activities on site. However, many community organisations are keen to form relationships with the School via student participation in their programmes. The Co-Curricular Coordinator, together with relevant staff members, will be responsible for ensuring that all activities facilitate student growth and values that are consistent with the vision and purpose of the School.

## GUIDELINES

- Co-Curricular brochures advertising all activities can be viewed on the Portal using <https://www.petermoyes.wa.edu.au/co-curricular-information-for-parents>
- Co-Curricular enrolments will be completed via the parent portal each term. This service enables parents to enrol students, change enrolment or check the Co-Curricular activity in which their son or daughter is enrolled.
- Staff members are required to submit details of their proposed activity (and a programme for its duration) to the Co-Curricular Coordinator for approval prior to the commencement of each semester.
- The Co-Curricular Coordinator will be responsible for the allocation of staff within the Programme. Where possible, staff wishes will be accommodated; however, staffing decisions will be based on student enrolments and final discretion will remain with the Co-Curricular Coordinator.
- Staff members will take into account the Co-Curricular ethos in the planning and implementation of their activities, to ensure these fit within the framework of the document.
- Staff members will keep an accurate record of attendance in IWISE, as for all other class related attendance, in consultation with the Co-Curricular Coordinator.
- The attendance record is recorded for each student.
- In the event of staff absence, notice must be given to the Co-Curricular Coordinator as soon as practicable. Sufficient notice must be given to allow either:
  - Alternative supervision arrangements for the students within the School, or
  - Parents of those students involved to be informed so they can make alternative arrangements.
- Staff members must provide adequate relief lesson plans to the Co-Curricular Coordinator in the event of their absence.
- If activities cannot be run due to circumstances such as inclement weather, staff members should have a contingency plan for the supervision of students within the School bounds.
- All excursions involving Co-Curricular groups require the approval of the Co-Curricular Coordinator.

## REFER

### 3A.3 Co-Curricular - Staff