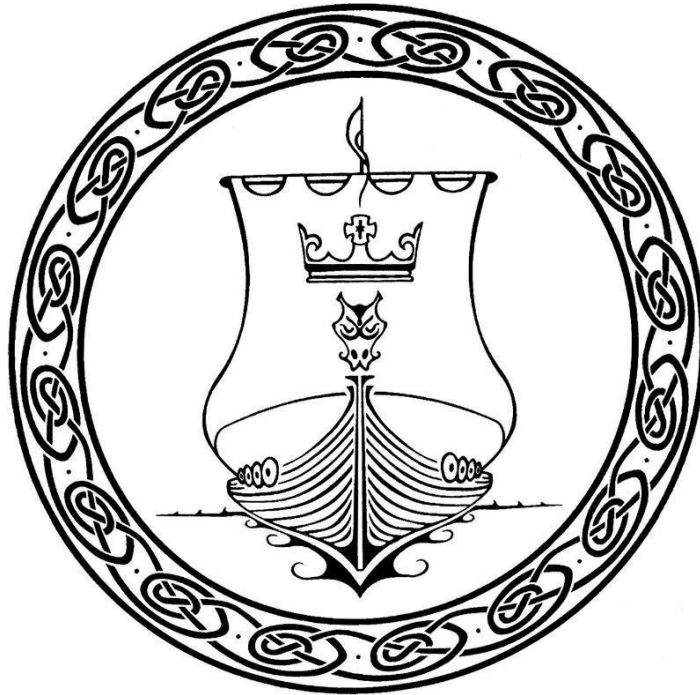




Queen Elizabeth II High School

Enrichment Policy



gleck dty share dy kinjagh



This policy has links to the following policies and should be read in conjunction with:

- DESC Policy for Educational Visit & Overnight Stays
- DESC Strategic Plan 2021-2026
- QEII Health & Safety Statement
- QEII Finance Policy
- QEII Equal Opportunities & Inclusion Policy

1. PREAMBLE

Extra-curricular and enrichment activities play an essential part in enhancing the educational experience of all our students. The Department of Education, Sport & Culture Strategic Plan 2021-2026 outlines their commitment to improving outcomes for children by supporting them to develop their skills, enhancing wellbeing and providing for broader personal and cultural development.

This policy aims to provide staff, students and parents with a clear understanding of the role of enrichment within the school curriculum and wider work of the school to ensure that there is a consistent approach to the planning and organisation of the enrichment programme.

As a school we offer a broad range of extra-curricular opportunities to our students. Integrating these into the school week reflects the value we place not only on academic achievement, but also student personal development and engagement.

2. AIMS

- To enhance the educational experience of all students, develop the 6Rs and a love of learning.
- To ensure that all children have a broad range of opportunities to participate in activities and there is equality of opportunity, including for those with protected characteristics.
- All students should participate in some form of enrichment activity beyond the normal curriculum and the school will encourage a strong take-up.
- Students will be supported to develop their talents, contributing to the development of their confidence, resilience and independence.
- The Enrichment programme should include opportunities to develop:
 - ✓ Cultural enrichment
 - ✓ Physical enrichment
 - ✓ Intellectual enrichment
 - ✓ Community Enrichment



3. RESPONSIBILITIES

- **Parents** are responsible for encouraging their children to participate in activities and for completing the necessary consent forms where applicable.
- **All staff** are encouraged to participate in the Enrichment programme by offering or supporting meaningful activities for students to participate in.
- Staff are responsible for making sure that any activities organised are in line with DESC and school policies.
- All off-site visits and activities must be approved by the Head in advance and the appropriate documentation, including Risk Assessments, entered on Evolve.
- **The Educational Visits Coordinator (EVC)** is responsible for providing advice and guidance on planning for activities and visits.
- **The EVC is Mrs J Steriopulos (AHT).**
- **The Head** is responsible for ensuring that policies are adhered to and activities are managed safely.

4. ACTIVITY PLANNING, CO-ORDINATION AND ALLOCATION

- As the enrichment programme is dynamic, there will be opportunities for all staff to contribute ideas for new sessions.
- Each term, all staff and subject areas will be asked what they would like to run or participate in, during the following term.
- A programme of activities will be published on the website and social media platforms each term.
- Activities can be offered to a specific year group, key stage or students across different age ranges. No student should be excluded from an activity due to a protected characteristic.
- Activities and trips which involve students missing lessons should be on the school calendar.
- For activities involving whole year groups, the school timetable may be suspended and staffing re-allocated.
- For longer, more expensive trips, parents should be given as much notification as possible.
 - Students eligible for free school meals may need financial assistance to enable them to join activities where a cost is involved.
 - School Fund money can be used for this.
 - The QEII Finance (Charging) policy and financial regulations must be adhered to.
- Activity leaders will provide the following information regarding their enrichment activity:
 - Overall aims and objectives of the activity
 - Any costs involved in the session and whether there will be a student contribution



- Staffing and rooms required for the session
 - Any necessary Evolve documents and risk assessments.
- A small number of days during the school year may be devoted to whole school enrichment activities.
 - The timetable may be suspended to allow for longer activities to take place.
 - This experience is part of the educational provision for students and should not be seen as an opportunity for them to go on holiday.

5. PARENTAL CONSENT AND COMMUNICATION

- Information to students and parents will be published on the school website.
- For off-site visits, parental consent is required. Parents will also need to provide relevant medical information.
 - This information/ consent is generally collected at the start of every academic year to cover any off-site visit but additional.
- The member of staff organizing the activity is responsible for making sure parents are kept informed about the nature of the activity and any specific arrangements. Please refer to the Educational Visits and Overnight Trips Policy for details.

6. HEALTH AND SAFETY

- Enrichment activities can sometimes create unique situations in which health and safety issues are significant due to the type of activity, students involved and staff running it.
- Staff are expected to complete a Risk Assessment (using the standard school form for educational visits) in the following cases:
 - Any type of sporting activity
 - Any off-site activity
 - Any other activity that involves the use of specialist equipment or takes place outside of a non-specialist classroom

7. MONITORING AND EVALUATION

- Students will log their involvement in enrichment activities as part of their annual report to parents and record of achievement. Tutors will monitor this and encourage students to be engaged.
- Feedback will be obtained from students, staff and parents about the enrichment programme. It will be used to plan subsequent enrichment cycles.
- The policy will be reviewed by the Senior Leadership Team every two years and taken to the Governing Body for approval.