



Extra-Curricular Activities Procedure

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1. Rationale Behind Our Programme At RGSR

Extra-Curricular Activities (ECAs) play a crucial role in a student's holistic development. They provide opportunities for students to explore their interests, develop new skills, and build relationships outside of the classroom. ECAs also contribute to a vibrant school community and support the overall educational experience. At RGSR we are committed to offering a diverse range of ECAs that cater to the varied interests and talents of our students.

2. How Long Does the ECA Programme Run and When Does It Not Run?

The ECA programs are planned for three terms. Different ECAs will be planned for the three different sessions.

3. Procedure:

3.1. ECA Proposals

Teachers / LSA's are required to submit their ECA proposals to the co-curricular coordinator by a specified deadline. (This is done via a Google form).

Each proposal should include:

- The staff member's name and contacts information.
- A brief description of the proposed ECA.
- If there is an opportunity for any collaboration with RGSRI schools.
- The targeted age group or grade level.
- The preferred days and times for the activity.
- The maximum and minimum number of students.
- Any special requirements or resources needed.

3.2. Co-Curricular Coordinator Review

The co-curricular coordinator will review all ECA proposals, considering factors such as feasibility, alignment with school values, and student interest.

Proposals may be accepted as-is, accepted with modifications, or declined based on the review and feedback given to teachers along with a request for more information (where required).

3.3. Finalised ECA List

- A finalised list of approved ECAs, including schedule details, will be created based on the accepted proposals.
- Staff members / LSA's offering ECAs will be informed of the status of their proposals. Opportunity will be given to edit and amend any final details prior to confirmation.
- The list will be made available for parents and students to review and select from ahead of the ECA commencement date. The registration form will be sent via clipboard/ or email along with an ECA brochure.

3.4. Parent and Student Selection

- Parents and students will receive a brochure outlining the approved ECAs, including descriptions, schedules, and any associated fees.
- Parents help select their child's preferred ECAs on Clipboard.
- The deadline for selection will be communicated clearly.

3.5. Compilation of ECA Registers:

- The co-curricular coordinator will compile registers for each ECA based on the selections made by parents and students.
- Registers will include the names of students participating in each ECA.
- Staff members leading ECAs will receive these registers.

Key information to note:

- Children will be allocated one of three choices for each activity; it would be their first choice where possible and appropriate.
- The process of allocation must consider balancing the children's choices in relation to the purpose and structure of ECA (i.e., to ensure that all ECA activities provide the chance for children to develop their learning in line with the six ideals of the Round Square movement and to broaden children's learning experience and provide them with opportunities to try something new).
- Choices made in Term 1 would also be used to inform choices in the following Terms that year so that children avoid repeating an ECA (save in circumstances where this would be beneficial).
- In the rare circumstance where a child cannot be allocated to any of their 3 choices, the child would be invited to make an alternative choice.

3.6. ECA Sessions:

- Staff members will conduct their respective ECAs according to the schedule.
- They will maintain attendance records, monitor student participation, and report any issues to the co-curricular coordinator as needed.

3.7. Continuous Evaluation:

- The school will regularly evaluate, and quality assure, the success and impact of ECAs.
- Feedback from students, parents and staff will be used to make improvements and adjustments for future ECA offerings.

By following this procedure, we aim to provide a well-organised and enriching ECA program that enhances the overall educational experience of our students while ensuring transparency and collaboration among staff, students, and parents within the RGSR community.