



# ST MARY'S COLLEGE

10<sup>th</sup> September 2023

## Extra-Curricular Activities Procedures

Dear Parent/Carer,

The philosophy at St Mary's College in terms of school sport and physical activity is that all students will be given the opportunity to represent the school in an inter-school sport competition, activity or festival whether virtually or face to face during the academic year. The focus of our extra-curricular activities is on the students having fun and enjoyment but developing key life and employability skills such as teamwork, co-operation, communication, responsibility and resilience.

In order to maximise opportunities for students, at lunchtimes we offer mass participation clubs in a range of activities. Our after-school activities are focused on competitive school sport fixtures with opportunities provided by external providers and local community clubs. Regardless of perceived ability or previous experience, we will provide your son/daughter an opportunity to participate and represent the school in an inter-school activity whether virtually or face to face. As part of our offer, we run multiple teams where the demand exists from the students and it can be facilitated by staffing; for example, there are five Year 10 boys' football teams and four Year 10/11 girls' netball teams.

### Policies and Procedures

In order to support with our planning and ensure that health and safety procedures are adhered to, we would like you to complete the questionnaire via the link below. The questionnaire is the PC1 form which provides staff with emergency contact details, medical information and media/GDPR information. This is vital information in case of emergency. **Please note that this must be completed on an annual basis by parent/carers. In addition, if there are any changes to a student's circumstances (e.g. a new medical condition), this form must be resubmitted by the parent/carers.** **Failure to complete the form may result in your child being unable to participate in the activity especially if the activity is taking place off site.**

### PC1 Form

<https://forms.office.com/e/qmriR5EyeH>

St Mary's College  
Cranbrook Avenue  
Hull, HU6 7TN

Tel. 01482 851136  
Email. [admin@smchull.org](mailto:admin@smchull.org)

 @SMCHull  
 @SMCHull  
[www.smchull.org](http://www.smchull.org)

Interim CEO  
Mrs K Siedle

Head of School  
Mrs M Stead



### **After-School Extra-Curricular Activities**

Students will be informed of the Physical Education extra-curricular activities during the morning tutor group session. The timetable for each term will be displayed in year group social areas, tutor rooms and within the Physical Education department area.

Parents/carers will be able to view the timetable via the school website and/or will be sent a copy via a text or e-mail.

### **Clubs/Training Sessions**

**Please note that there is no access to the site for observation of after-school clubs/training for parents/carers.** Students will leave the site via the Academy Pedestrian Gate on the bus loop between 4.30pm and 4.45pm after the activity has finished. **All students must be off site by 4.50pm as we are a community facility after 5pm with members of the public accessing the Academy Sports Hall, Dance Studio and Fitness Suite for example.**

### **Procedures for Inter-School Competitions**

We will communicate the details of any fixtures and subsequent arrangements to parents/carers via an e-mail or text message via Edulink. In team based fixtures, the team captain, vice-captain or nominated team member will be provided with a team sheet and will disseminate the information to each team member. Team members will then log the information via their electronic planner to inform parents/carers.

### **"Home" Inter-School Fixtures**

**Please note that when there are "home" inter-school games or competitions between 8.45am and 4.00pm, there is no access to the site for parents/carers whilst activities or fixtures are taking place. This is due to safeguarding reasons.**

In the case of any "home" fixtures after school hours, parents/carers must enter the site via the Academy Pedestrian Gate situated on the Bus Loop after 4.00pm. Please park on the bus loop in the designated spaces provided.

**Please note that there is no access to the site until 4pm due to the students and school buses exiting. As there will be extra-curricular clubs in progress in indoor areas, due to safeguarding reasons, parents/carers must not enter any of the school buildings until after 4.45pm. This is the point where our facilities move to community use for members of the public and students using indoor facilities will have left the site.**

**Students not involved in the activity (match or tournament) or who do not have siblings involved in the activity must leave the site at the end of the school day or at the end of the after school club.**



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### Away "Inter-School" Fixtures

In the case of any "away" fixtures, parents/carers from the "away" team are unable to spectate at the "home" school unless it is a county or district cup final or a citywide event. Please note that this is a citywide policy based on previous experiences and in the interests of providing a safe environment for the students to play. After an "away" fixture, parents/carers can via prior arrangement with the member of staff collect their children from the "away" venue car park. Alternatively, parents/carers can collect their children from the St Mary's College bus loop. Parents/carers are advised to wait in the designated parking bays in the bus loop. Students will be permitted to make contact with their parents/carers using a mobile device if there are any delays. Staff will make contact on the behalf of any students who are struggling to make contact with their parents/carers.

### Codes of Conduct

Inside the school planner and on the school website, there is a code of conduct for students regarding our high expectations when representing the school. This includes conduct during the school day in lessons. School sport and physical activity opportunities often take part during the school day and requires students to miss lessons and catch up with the academic work missed. It is a privilege for students to have these opportunities and they need to be earned by following the whole school expectations around attendance, behaviour and conduct.

There is also a parent/carer code of conduct. We welcome parents/carers to support their children in activities, however we aim to create a positive education environment for students, team managers and officials. Please be positive and remember we all make mistakes. Students do have to learn that winning and losing is part of the sport and physical activity and should be done with grace and humility.

### Extra-Curricular Opportunities

In order to ensure that we offer students an opportunity to participate in extra-curricular school sport and physical activity opportunities, we would like parents/carers to complete the questionnaire via the link below. This is to ascertain what physical activity and sport activities students are participating in outside of the school environment. This information will allow us to ensure that where possible, no students miss potential opportunities provided by St Mary's College and in addition analyse what we provide based on the facilities, staffing and finances available.

<https://forms.office.com/e/b7Tvw7FmU1>

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Interim CEO  
Mrs K Siedle

Head of School  
Mrs M Stead



**Additional Learning/Enrichment**

As part of our offer, we can facilitate students to undertake the Youth Sport Trust Inclusive Youth Leadership Course via e-learning. If you are interested in your son/daughter undertaking this course, please e-mail **[SMCSport@smchull.org](mailto:SMCSport@smchull.org)** and we will send you the resources to complete at home.

If you have any questions or queries, please do not hesitate to contact me via e-mail [SMCSport@smchull.org](mailto:SMCSport@smchull.org).

Yours sincerely,

M Arridge

Mr M Arridge

St Cuthbert's RC Academy Trust – Trust Director-Community Sports Partnerships  
Hull Active Schools- Secondary and Inclusion Partnership Development Manager and School Games  
Organiser