

2026/2027

Extracurricular Activities Policy

WHOLE SCHOOL



Owned by:

**Extracurricular Activities
Coordinator**

1. Purpose

Morna International College recognises the value of activities that extend students' learning and personal development beyond the normal school day.

This policy explains how the school organises and manages extracurricular activities, curriculum-support groups and private tuition taking place on the school premises. Its purpose is to ensure that these activities are safe, appropriately approved, properly supervised and administered consistently.

The policy also clarifies the different responsibilities and payment arrangements for school-led activities, external providers, curriculum-support groups and private tuition.

2. Scope

This is a whole-school policy and applies to extracurricular activities, curriculum-support groups, private music lessons and private academic tuition organised or delivered on the school premises.

It applies to students, parents and legal guardians, school employees, activity leaders, external providers, volunteers, Heads of Section, the Main Office and the Extracurricular Activities Coordinator.

3. Principles

The school aims to:

- Provide a broad and varied programme that supports students' interests, talents, confidence and personal development.
- Offer age-appropriate opportunities across EYFS, Primary and Secondary.
- Ensure that activities are properly approved, organised, supervised and recorded.
- Maintain appropriate safeguarding, safer-recruitment and health and safety standards.
- Allocate places fairly and communicate arrangements and charges clearly to parents.
- Give extracurricular activities and curriculum-support groups priority when allocating rooms and other school resources.
- Ensure that private tuition is appropriately approved and centrally recorded.
- Review the programme regularly in response to student interest, available staffing, specialist provision and practical considerations.

4. Types of Provision

The school's wider after-school provision may include the following:

4.1 Extracurricular Activities

Extracurricular activities provide students with opportunities to explore interests, develop skills and participate in sport, creative activities, music, languages, wellbeing and wider enrichment.

Activities may be led by school employees, approved volunteers or external specialist providers. The activities offered may change according to student interest, staffing, available facilities and the suitability of the provision.

4.2 Curriculum-Support Groups

Curriculum-support groups provide additional academic support outside the normal school day. These may include homework clubs, subject support, examination preparation and academic catch-up.

Where possible, students requiring additional academic support should be directed towards an appropriate group before private tuition is considered.

4.3 Specialist and Music Tuition

The school may facilitate individual or small-group specialist tuition, including instrumental and vocal lessons. Availability, group size, timings and charges will depend on the provider and will be confirmed through the current programme.

4.4 Private Academic Tuition

Private academic tuition is an arrangement involving one approved teacher and either one or two students.

It is separate from the school's extracurricular and curriculum-support programme and must be approved and recorded in accordance with this policy.

Where three or more students require the same support, the arrangement should normally be established as a curriculum-support group rather than private tuition.

5. Organisation of the Programme

The Extracurricular Activities Coordinator will organise and publish the extracurricular programme in consultation with relevant staff, Heads of Section and external providers.

The programme will normally operate from October to June and may be reviewed or updated during the academic year. The activities offered will depend on student interest, staff and provider availability, suitable facilities, safeguarding requirements and financial viability.

The current programme will set out:

- The activity and activity leader.
- The relevant age group or year groups.
- The day, time and location.
- The minimum and maximum number of participants.
- Whether the activity is free of charge.
- Any materials, external-provider or specialist-tuition fee.
- Any specific equipment, clothing or collection arrangements.

Parents will normally receive the programme and registration information during the latter part of September. No activity may begin until it has been approved, included within the agreed programme and allocated an appropriate space.

6. Registration for Extracurricular Activities

Parents must register their child using the current extracurricular activities sign-up form. A separate form should be completed for each child.

Places may be limited and will normally be allocated on a first-come, first-served basis. Where an activity is full, the student may be placed on a waiting list and the parent will be informed.

Registration does not guarantee that an activity will run. The school may cancel or combine an activity where minimum numbers are not reached, a suitable leader or facility is unavailable, or other operational or safeguarding concerns arise.

The Extracurricular Activities Coordinator will maintain the registration records, allocate students to activity groups and communicate confirmation, waiting-list or cancellation information to parents.

Private academic tuition is not booked through the extracurricular registration form and must follow the separate approval process set out later in this policy.

7. Fees and Payments

Many extracurricular activities led by school employees are provided without charge to families.

Some activities may carry a charge for materials or resources. Activities delivered by external specialist providers may also carry an additional fee. Any applicable charge and payment arrangement will be stated clearly in the current extracurricular programme.

Specialist or music tuition may be charged per session or according to the arrangements agreed with the provider. Parents will be informed of the applicable fee before confirming their child's participation.

Fees for curriculum-support groups will depend on the group size and the provision being offered. The current charge, where applicable, will be communicated to parents before the group begins.

Private academic tuition is paid directly by the parent to the teacher and is a private financial arrangement between them. The school may set or recommend the applicable fee but does not collect payment or accept responsibility for non-payment. The teacher is responsible for any tax or other legal obligations arising from the income.

Unless otherwise stated in the current programme or the school's Finance Policy, registration for a charged activity commits the parent to the applicable fee.

Fees, charges and staff payment rates relating to extracurricular activities, curriculum-support groups and private tuition will be reviewed periodically by the Executive Director and Extracurricular Activities Coordinator to ensure that pricing and payment arrangements remain appropriate and financially sustainable.

The school reserves the right to amend fees and payment rates following such a review. Any changes affecting families will be communicated before the relevant activity or provision begins.

Staff who lead approved extracurricular activities are remunerated for this work through the school's payroll. The applicable rates of payment are set by the school and are detailed in the Staff Handbook.

8. Private Academic Tuition – Approval and Administration

Private academic tuition taking place on the school premises must be approved in advance by the relevant Head of Section.

The following process applies:

- The teacher must submit a private tuition request using the school's electronic approval process before tuition begins.
- The relevant Head of Section must approve the arrangement.
- Once approved, the relevant Head of Section must provide the Extracurricular Activities Coordinator and Main Office with the details of the arrangement, including the teacher, student(s), agreed time and allocated room. The arrangement will then be recorded centrally.

- Private tuition may only take place at an agreed time and in a room allocated or approved by the relevant Head of Section. Teachers providing private tuition are not automatically entitled to use their usual classroom or any particular school space.
- Rooms for extracurricular activities, curriculum-support groups and private academic tuition are allocated by the relevant Head of Section. Extracurricular activities and curriculum-support groups take priority over private tuition when rooms and other school facilities are allocated.
- Private tuition must not interfere with the teacher's normal school duties, meetings, supervision responsibilities or other contractual commitments.
- Teachers providing private tuition are responsible for informing parents directly of any cancellation or change. Changes to the agreed arrangements must also be communicated to the relevant Head of Section, the Extracurricular Activities Coordinator and the Main Office to ensure that students remain appropriately supervised.
- Private tuition arrangements must comply with the school's safeguarding, professional conduct and health and safety requirements.

Private tuition should normally involve one approved teacher and no more than two students. Where three or more students require the same support, the provision should normally be organised as a curriculum-support group rather than private tuition, as set out in Section 4.4.

Student-Provided Private Tuition

In exceptional circumstances, an older student may be approved to provide private tuition to a younger student. The relevant Head of Department must first confirm the student's academic suitability, and the arrangement must then be approved by the relevant Head of Section.

As students do not have access to the school's electronic approval system, the Head of Department must submit the request on the student's behalf. Once approved, the normal private tuition procedures apply.

The Head of Department will monitor the arrangement and check progress approximately every 4–6 sessions, or more frequently where required, to ensure that the tuition remains appropriate and effective.

Approved student tutors will be paid at 50% of the standard teacher private-tuition rate.

9. Safeguarding, Supervision and Collection Arrangements

All extracurricular activities, curriculum-support groups and private tuition taking place on the school premises must operate in accordance with the school's safeguarding and health and safety requirements.

Activity leaders and teachers are responsible for the appropriate supervision of students for the duration of the activity or tuition session.

Parents are responsible for ensuring that their child is collected promptly at the stated finishing time. The finishing time communicated to parents is the time at which the activity ends and parents must make appropriate arrangements to ensure that they are available to collect their child at that time.

Staff leading extracurricular activities or tuition cannot be expected to remain on site beyond the agreed finishing time because a parent is late. Repeated late collection may result in the school reviewing the student's continued participation in the activity.

Parents must inform the school promptly if an unavoidable delay occurs. This should be regarded as an exceptional circumstance and not as an alternative collection arrangement.

Students may only leave the school independently where this is permitted by the school and the appropriate parental authorisation is in place.

Any safeguarding concern arising during an extracurricular activity, curriculum-support group or private tuition session must be reported immediately in accordance with the school's safeguarding procedures.

10. Staff and External Providers

Extracurricular activities may be delivered by school employees, approved volunteers or external specialist providers, subject to the appropriate approval and safeguarding requirements.

All activity leaders are expected to:

- Deliver the activity safely and appropriately for the age and needs of the students participating.
 - Arrive in sufficient time to prepare and begin the activity at the advertised time.
 - Maintain an accurate attendance register and provide it to the Extracurricular Activities Coordinator before each session.
 - Ensure that students remain appropriately supervised throughout the activity.
 - Report any safeguarding, behaviour, accident or health and safety concern through the appropriate school procedures.
 - Use school premises, equipment and resources responsibly and leave rooms and activity areas in an appropriate condition.
 - Finish activities at the published time and follow the school's agreed collection arrangements.
- External providers must provide any documentation required by the school before beginning provision, including appropriate identification, qualifications, insurance and safeguarding documentation where applicable.

The school reserves the right to discontinue an activity or withdraw approval from an external provider where appropriate standards of safeguarding, conduct, reliability, quality or administration are not maintained.

11. Attendance, Absence and Cancellations

Students registered for an extracurricular activity are expected to attend regularly. Parents should inform the school where they know that their child will not be attending a scheduled session.

The school will make every reasonable effort to ensure that scheduled activities take place and will avoid cancelling activities wherever reasonably possible.

Where the usual activity leader is absent, the school will, wherever possible, arrange for another suitable member of staff to supervise or lead the activity.

Where an outdoor or sporting activity cannot take place as planned because of weather conditions, the school may adapt the session or move the activity indoors, including using a classroom or other suitable space where appropriate.

There may, however, be circumstances in which an activity has to be cancelled, for example because of staff absence, severe weather, safety concerns or other unforeseen circumstances.

Where this happens, parents will be informed as soon as reasonably possible, normally by email.

Parents should therefore ensure that the school holds up-to-date contact details and should check school communications where adverse weather or other circumstances may affect an activity.

12. Student Behaviour and Expectations

The school's **Behaviour Policy and normal expectations for student conduct apply in full** during all extracurricular activities, curriculum-support groups and tuition taking place on the school premises. There are no separate or reduced expectations for extracurricular provision.

Students are expected to behave with the same respect, responsibility and consideration expected during the normal school day and to follow the instructions of staff and activity leaders at all times.

Any behaviour concerns will be managed in accordance with the school's **Behaviour Policy and normal school procedures**.

Where behaviour is repeated, serious or creates a safety concern, the school may also review the student's continued participation in the activity.

13. Medical Needs, First Aid and Emergencies

The school's normal medical, first aid and emergency procedures apply during extracurricular activities, curriculum-support groups and private tuition taking place on the school premises.

Parents are responsible for ensuring that the school has accurate and up-to-date information regarding any medical condition, allergy, medication or other health need that may affect their child's participation.

The School Nurse is normally on site until 17:00. Some extracurricular activities may continue beyond this time. Appropriate first-aid and emergency arrangements will remain in place, but parents should be aware that the School Nurse may not be on site for activities finishing after 17:00.

Activity leaders must be aware of relevant medical information necessary for the safe participation and supervision of students.

Any accident, injury, illness or medical emergency must be managed and reported in accordance with the school's established procedures.

Where a student becomes unwell or is unable to continue participating safely, parents will be contacted and may be required to collect their child promptly.

14. Roles and Responsibilities

The Extracurricular Activities Coordinator is responsible for the overall organisation and administration of the extracurricular programme, including registrations, communication with families, maintaining activity information and liaising with staff and external providers. The Coordinator will also maintain the central record of approved private tuition arrangements based on information provided by the relevant Heads of Section, and will maintain records of additional hours worked by staff for submission to the school's gestoría for inclusion in payroll.

Heads of Section are responsible for approving private academic tuition, allocating appropriate rooms and ensuring that the details of approved arrangements are provided to the Extracurricular Activities Coordinator and Main Office. They also support the management of academic, pastoral, behaviour and safeguarding matters relating to extracurricular provision within their section.

Activity leaders and teachers are responsible for the safe and appropriate delivery of their activity or tuition, maintaining attendance records, supervising students appropriately and following the school's safeguarding, behaviour, health and safety and emergency procedures.

The Main Office supports the central administration and recording of extracurricular activities and approved private tuition arrangements.

Parents and carers are responsible for completing registration information accurately, keeping the school informed of relevant contact and medical information, ensuring that their child is appropriately equipped and prepared for the activity, reading relevant school communications and collecting their child promptly at the published finishing time unless permission has been given for the student to leave independently.

15. Quality Assurance and Review of Activities

The quality of the extracurricular programme is a shared responsibility across the school and is not the responsibility of the Extracurricular Activities Coordinator alone.

The Extracurricular Activities Coordinator, together with the relevant Heads and Assistant Heads across EYFS, Primary and Secondary, will share responsibility for monitoring the quality of extracurricular activities within their respective sections.

Activities should be reviewed periodically to ensure that they are well organised, appropriately supervised, engaging for students and providing a suitable standard of provision.

Quality monitoring may include:

- Visiting and observing activities while they are taking place.
- Reviewing student participation and attendance.
- Seeking feedback from students, parents and staff where appropriate.
- Checking that activities are being delivered as described and are appropriate for the age and needs of the students.
- Identifying where an activity, activity leader or external provider requires support or improvement.
- Reviewing whether individual activities should continue to form part of the school's extracurricular programme.

Quality assurance should be a collaborative process, with the Coordinator and section leadership maintaining appropriate oversight of the activities taking place across the school.

Where concerns are identified, these should be addressed with the activity leader or provider. Where the required standard is not achieved or maintained, the school may change, suspend or discontinue an activity.

Policy Information

Policy Title	Extracurricular Activities Policy
Policy Owner	Extracurricular Activities Coordinator
Responsible Officers	Executive Director, Extracurricular Activities Coordinator, Heads and Assistant Heads of Section
Applies To	Students, Parents/Carers, Staff, Activity Leaders and External Providers
Approved By	Executive Director
Date Approved	30th September 2026
Review Frequency	Every two years
Next Review Date	30th September 2028
Version	1.0