

Lessons, Sport and Extracurricular Activities Policy

Policy number	PS019 / ISI 02a
Applies to	Prep School
Endorsed by	Headmaster
Responsibility	Headmaster
Date reviewed	June 2023
Next review	June 2024

Rationale

The aim of this policy is to create a clear procedure for how we map out our extra-curricular activities so that as few timetabled lessons as possible are missed.

The school is well aware of the importance of trips, matches, talks etc. to the all-round education of the boys but we want to ensure that this is not to the detriment of their classroom lessons. To provide some clarity to the situation, the below has been agreed for Prep School (with the obvious caveat that there is flexibility for special circumstances):

All events which cut across the timetable should be confirmed by the Head of Operations (KMF) before they are booked. This will allow a greater dispersion of lessons missed both by boys and staff.

Sport

Y3-4: Where possible disruption to academic lessons should be kept to a minimum and a preference for home fixtures where possible. However, provided fixtures that cut across academic lessons are agreed in advance with the Head of Y3&4 then adjustments can be made to the boys' timetable. (Please see [Appendix 1](#) for further guidance).

Y5-8: There should be a maximum of two fixtures per term per year group on non-games days. Ideally these should happen either side of the half-term break. They should also not happen on the same day of the week.

There is no maximum to Saturday fixtures per year group; although, ideally split evenly either side of half-term and not close to other existing Saturday events (Open Morning). This should ensure that all year groups will have at least 8 fixtures per term.

The Director of Sport (SP) will send out to parents at the end of the preceding term a list of Saturday fixtures with details about when after-school training happens.

All staff who have a games allocation should be expected to take part in at least one after school training session.

No fixtures should take place out of the normal games sessions in the one week "revision window" before exams. No fixtures should take place during the examination week.

Day Trips

Each year group should have a maximum of 2 day trips per term. Ideally these should happen either side of the half-term break. They should also not happen on the same day of the week.

No trips should take place in the one week "revision window" before exams or during examination week.

Residential Trips

The school organises a number of residential trips during the year. Year group residential trips will take place in 'Trips' Week' in the second half of summer term. Most international residential will

take place during the school holidays. Some of these are available to all boys in particular year groups. Others, such as sports tours, are available just to selected boys.

There are also a number of trips for which we are only able to offer a fixed number of places. In these situations there will always be a closing date by which consent forms and payment (if applicable) must be received.

If, by the closing date, the trip is oversubscribed, names will be drawn at random.

If the trip isn't oversubscribed by the closing date, all who have replied will be offered places as long as consent forms and payment (if applicable) have been received. The remaining places will be offered on a first-come first served basis to those who reply later.

Theatre Visits/Trips

These should happen on either of the two games afternoons after consultation with the Director of Sport (SP) and Head of Operations (KMF) or preferably in the evenings.

Author Visits/External Speakers

Each year group should have a maximum of 2 talks per term. Ideally these should happen either side of the half-term break. They should also not happen on the same day of the week. However, this does not apply during the Y8 Post-Exam Programme in the second half of the summer term.

Music

Any rehearsals where boys will be required to be off timetable must be published well in advance, after consultation with Head of Operations (KMF), and staff must be informed so they are aware of who will be absent from lessons.

Other Events

There will, of course, be other events which will need careful timetabling: Remembrance Service, curriculum collapse days and sports' cup matches. Other events have to take place on specific calendared days: General Knowledge Quiz, Maths Olympiads, sports tournaments.

Form teachers of year groups who have after-school events (e.g. discos) should expect to be asked to supervise.

After-School Clubs and Activities

All after-school clubs and activities should finish at 5.15 (unless specific permission has been sought) to allow boys enough time to get home, have some food, do their homework and to relax.

Conclusion

The success of the policy will impact on the School's ethos. At Bedford Prep School we want all our pupils to strive to achieve their full potential in a number of areas. We also want our staff to feel confident in offering appropriate inspiration and motivation for all pupils. We will measure success by both academic performance and an increase in the confidence and independence of our learners.

Appendix 1

Guidance for the arrange of sport fixtures for Years 3 and 4

General principles:

- Sports fixtures are positive things and we should try to involve as many boys as possible in them, so long as academic lessons are not unreasonably impacted.
- However, a degree of selection based on ability is appropriate in order to maximise development of all boys and to prepare boys for moving up the school. With that in mind (unless opposition schools insist on mixed ability throughout), A and B teams should be based on ability but selection for additional teams should be rotated, involving a mixture of abilities from those not in A and B, so that all boys in a year group experience fixtures across a term.
- The ideal times for sports fixtures are during the two regular weekly games slots that each year group has. For Y4 these are Tuesday periods 7&8 and Thursday periods 5&6. For Y3 they are Tuesdays periods 5&6 and Thursday periods 7&8. These should always be the first options sought.
- Fixture lists that comply with the guidance below are to be confirmed by half term of the term before at the latest.
- Organisers of fixtures should check with SP before making any arrangements, in order to ensure that the below guidance is adhered to.

Specific guidance:

1. Not more than two occasions in a half term of any particular academic lesson(s) being impacted by sports fixtures, including travel and changing time. Any requests outside this must go to Head of Operations (KMF.)
2. Not two weeks in a row of the same academic lesson(s) being impacted by sports fixtures, including travel and changing time.
3. No boy to miss academic lessons more than once in any given week due to sports fixtures.
4. Y3 home fixtures on Thursday afternoons not to start before 3pm, so boys can attend academic periods 5 and 6.
5. Y4 home fixtures on Tuesday afternoons not to start before 3pm, so boys can attend academic periods 5 and 6.