



Nelson College Policy

Curriculum

1.4 CO-CURRICULAR ACTIVITIES

under review

Approved by: Board of Trustees	Date effective: June 2015
Contact: Deputy Headmaster	Review date: June 2018
Group: Leadership Team	Reviewed by: BOT, LTeam

Policy Statement:

- Nelson College will provide a wide range of quality activities and events for students to participate in
- Participation in co-curricular activities and events will form part of the balanced education students at Nelson College will experience
- A student's participation in co-curricular activities and events should not unreasonably impinge upon his academic achievement
- Except for staffing relief and reimbursements (under the STCA), co-curricular activities will generally be funded by those taking part in them. Limited funding will be available to support students whose personal circumstances would not otherwise allow them to participate
- All staff will be encouraged to make a contribution to co-curricular activities in the school

Policy Rationale:

- Co-curricular activities and events help students prepare for later life by providing experience in a range of activities that students may wish to develop
- Co-curricular activities and events enhance academic achievement by providing experience of the personal skills and confidence developed associated with achieving goals.
- Co-curricular activities and events develop a sense of community in the school.

Responsibility for implementation:

1. Leadership Team

- designating and supporting staff responsible for co-curricular activities and events
- Provide budget resourcing

2. Staff designated responsible for a co-curricular activity

- Organisation of co-curricular activity and events
- Managing the budget, activity resources and events (including travel and accommodation arrangements)
- Following EOTC policy
- Encourage students to be responsible for their academic progress
- Allocating Colours awards

3. Deans

- Liaising with staff responsible/coaches to monitor students' individual co-curricular loads and the impact of involvement on academic progress

Related Policies and Information:

1. EOTC Policy and procedures
2. Curriculum, Assessment and Reporting Policy
3. Finance, Administrative and Physical Resources Policy

5. Colours Policy
6. Sports Strategic Plan

PROCEDURES

Management of co-curricular activities

1. Calendar of approved events

Events must be either in the school calendar at the beginning of the year and confirmed by the Leadership Team OR added to the calendar following the agreed process (at least two weeks notice with permission of the Leadership Team).

2. Staffing

Allocation

- A staff member will be designated responsible for every co-curricular activity at the college
- Allocation of staff to co-curricular responsibilities must take into account their other responsibilities in the college (other roles held in the college, teaching load) and the impact of their involvement on their students and colleagues.
- A staff member OR person authorised by the Leadership Team must accompany students to every out of school event

Reimbursement of expenses

- Expenses associated with approved events shall be reimbursed to staff travelling with teams overnight as per the STCA

Recognition

- Parents recognise that staff are donating their time
- Supporters Function – publicise in newsletter
- Students to organise thanks to their coaches

Funding of release time

- The college will cover the costs of relief for an approved domestic event.
- Approved international events (statement on relief costs is in place)

3. Funding:

Budget (refer to Finance, Administrative & Physical Resources Policy)

- The staff designated responsible for the activity will be responsible for and monitor the budget.
- The College's co-curricular budget will be allocated in November prior of each year.
- "No Pay No Play" (BOT resolution)

Fundraising

- Fundraising activities must be approved by the Leadership Team
- Applications to Pub Charities, Trusts, etc must also be approved by the Leadership Team and delegated to the Community Services Director.
- Sponsorship arrangements must be approved by the Leadership Team

Management of funds

- Activities will operate their finances through the College's accounting systems
- The College accounting systems will recognise accruals.
- The College finance office will work with staff responsible for approved activities to make funds available during trips away without needing to reimburse staff on return
- All students must have paid OR made arrangements to pay before a trip away

Support for students unable to pay co-curricular expenses

- Applications for financial support should be made to the Headmaster by the staff member responsible for the co-curricular activity.

4. EOTC requirements

Staff responsible for a co-curricular activity will be familiar with and follow all the requirements of the EOTC Policy.

Recognition of community contribution

Members of the community who have contributed in any way to the College's co-curricular programme (coaching, sponsorship etc) will be acknowledged:

- Invited to a sponsors' function in the fourth term

Time out of school

Time out of the school academic programme to attend co-curricular events is allowed under the following circumstances:

- The event is approved (i.e. calendared – see [1])
- It is impractical to hold the event at another time
- The event or activity involves a team, group or individual directly representing Nelson College (predominantly in senior competition); and that participation in such an event or activity is a result of sustained local or national competition
- In the case of approved visiting schools, visiting coaches etc, events should be timed so as to minimise disruption to the school day. Classes released as spectators will need permission from the Leadership Team.
- Staff responsible for the activity or event will ensure students have met, or made arrangements to meet, their academic obligations before an activity or event occurs. Refer to the Curriculum, Assessment and Reporting Policy for the procedures governing missed assessments
- Exceptions to these guidelines may only be granted by the Leadership Team.

Recognition of student achievement and participation

Refer to the Colours Policy.

Definitions:

1. Co-curricular activity

An **activity** or programme involving a number of students that is organised and run under the auspices of the college and which is extra to the academic courses provided for and funded by the Ministry of Education.

Examples: Sports and cultural activities organised by the college, clubs, eg, hockey, chess; jazz band

2. Event

Each co-curricular activity will involve a number of **events**, eg, a tournament, a regular Saturday competition

3. Staff

Any person authorised by the Leadership Team to take responsibility for a co-curricular activity or event

APPENDIX 1

Nelson College Co-Curricular Activities

A students' participation in co-curricular activities and events should not unreasonably impinge upon his academic achievement.

Suggested Steps

If staff are concerned about a particular student's academic performance or well-being, then the following procedure(s) should be followed:

1. The issues should be discussed with the student and a resolution sought.
2. The matter is passed onto the Year Level Dean (for discussion with the student and/or parents) or in some cases, the matter referred on to the Counsellor. Coach should be made aware of any potential issues.
3. Parents notified if there is no resolution to issues of attendance, work output or other concerns (attendance letter of 15 and 30 absences must be sent).
4. Student is interviewed by Deputy Headmaster and a contract set in place.
5. Student's position on team or participation in events is discussed by the Deputy Headmaster, Dean and Coach (and/or Manager). Matter referred to Headmaster.

Please note that the exclusion of a player from a game(s) and/or a tournament, should only occur after other disciplinary steps and/or procedures have failed, or the student's participation is nullified by a formal disciplinary step, ie stand down. The exclusion of a player from a team or tournament is a decision made by the Headmaster.

APPENDIX 2

Guidelines for Billeting:

- All players are to keep in mind that the primary purpose of the fixture is to perform in sport and culture to the maximum level of their ability.
- Visiting players must be prepared to fit in with the family routines of host families at all times.
- Where practical, visiting teams will return home on the day that the fixture concludes.
- No alcohol is to be consumed at any time by visiting players.
- Specific Nelson College policies regarding smoking, drugs and alcohol shall apply at all times.
- All visiting players should be in their billetee's house by a reasonable evening time.
- Any abuse of the host family's hospitality will be viewed with the utmost seriousness by Nelson College.

APPENDIX 3

Template letter



N E L S O N
C O L L E G E

June 2005

To Parents/Caregivers

Woodlands School from England

Description of the Exchange:

Your son is a member of the under 14 and under 15 teams who are playing Woodlands on 5 July. Woodland is a team from England who are touring through New Zealand. They will be travelling to Nelson on the Picton Ferry on the 4th of July.

Arrival and departure times:

The party of thirty five will arrive on Monday 4 July at 4.00pm and depart for Kaikoura on the 6th of July.

Game times

The games will be on the 5th of July at 12 noon. The under 14 at Broads and the Under 15 on the Main Field.

After the games there will be an after match function at (time) (place) (host parents invited?).

When to be at school:

On Tuesday and Wednesday the team will meet back at school at 9 am for game preparation on Tuesday and for travel to Kaikoura on Wednesday. (are NC students allowed time off school?)

Eating arrangements:

The boys will require – Dinner on Monday evening; breakfast on Tuesday and Wednesday. They are eating together on Tuesday evening. (what time will they be home. Do they need picking up?)

Without your help – this exchange will not be possible.

We are seeking billets for this exchange.

If you are able to help with a billet (or two), please send the form below back to me ASAP with your son.

Many thanks for your consideration.

Xxxxxxxxxx

Co-coordinator of the exchange

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Woodlands School from England

I would be prepared to billet boy(s) for this exchange.

Name:

Student's Name:

Phone No:

(Also to be included should be:

(a) staff contact at NC – private details

*(b) alcohol – even if 18 yrs old
drugs*

smoking

(c) Coaches/Managers – contact details)