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## HOE VALLEY SCHOOL ENRICHMENT POLICY

Person Responsible: Assistant Head Teacher  
Date Adopted: September 2015  
Date of last review: Summer 2024  
Date of next review: Summer 2025

*To be read in conjunction with the Teaching and Learning policy.*

### 1. OUR VALUES

As we believe in a holistic approach to education, which goes beyond the National Curriculum offer, every student is encouraged to participate in the enrichment programme.

This belief is based on the education of the whole child so that every student leaves Hoe Valley School as a rounded individual, having developed a range of skills and abilities including sports, and the arts. With this in mind, every student will be confident in who they are and know their individual talent which they can continue to hone in life post-HVS. We aim for our students to feel a 'sense of belonging' when contributing to our teams and clubs.

#### **The Enrichment Programme works on these principles:**

- All students are encouraged to attend at least one enrichment activity. Attendance, participation and completion of each activity will be monitored by the enrichment teachers and overseen by the Heads of faculty and Heads of Year
- Some enrichment activities may run during the lunch break.
- There will be no financial cost incurred by parents for any enrichment activities lead by HVS staff except if specific equipment or resources are required
- Enrichment activities run by external providers will be usually be chargeable and where this is the case, the supply and contract for the activity will be expected to be between the provider and the parent/students directly.
- If there is a financial barrier preventing participation in enrichment activities run by external providers by a particular student, the School will consider funding this participation on a case by case basis.
- Parental consent will not be sought for participation in enrichment activities, where the activity takes place at HVS or Woking Sportsbox and is under the supervision of HVS staff
- Registers will be taken for an enrichment activity but it is the responsibility of the student to inform their parent/carer that they are participating in an after-school activity. All external providers are DBS checked and their activities are quality assured by the to ensure safety and value for money

- Whilst we aim to not cancel clubs, this is sometimes unavoidable. In the event the club is cancelled, parents will be notified via email from the office with as much notice as possible.

## **2. AIMS**

- All students are expected to try as many activities as possible during their time at HVS in order to maximise their personal and social development
- HVS staff and specialist enrichment providers will be responsible for spotting raw talent in individuals and pursuing all possible pathways to ensure that students thrive and achieve their full potential
- A spirit of competition is to be actively encouraged and rewarded in order to bring out the very best in each student
- As students move up the school, they will be encouraged to become leaders and mentors to the younger students in their chosen activity
- Playing competitive sports against other schools and taking part in local competitions is the norm at Hoe Valley School

## **3. SUCCESS CRITERIA FOR ALL ACTIVITIES**

- For the club to promote the CIRCLE values
- For students to be able to make noticeable progress and have tangible results where appropriate and in some cases formal accreditation
- For students to be able to take exams or take part in external competitions where appropriate
- For all clubs to be engaging, challenging and inspirational
- For all clubs to promote curiosity, healthy minds and healthy bodies
- For enrichment to be part of the Hoe Valley School ethos
- For all students to take advantage of additional learning opportunities through offering a mix of free and 'paid for' activities and provide subsidies wherever possible

## **4. CHOICE OF PROVISION**

- Provision will concentrate on sport and performing arts but not exclusively so. Student voice to be used to inform the provision of the enrichment programme
- Where there is a maximum number of students per club, take-up will operate on a first come first served basis, followed by a waiting list
- A review of the provision will take place every term based on numbers of participants per club as well as student voice and parental feedback
- Enrichment clubs will be advertised in school and on the school website

## **5. SAFEGUARDING**

- All members of staff employed by HVS have received safeguarding training
- All external teachers of enrichment clubs have had an enhanced DBS check and a check from prohibition from teaching

- All external teachers have read and signed the 'Staff Code of Conduct for Enrichment Providers' which relates to the safeguarding of students, see Appendix 1
- For off-site activities, such as fixtures, paper registers, emergency contacts and a trips mobile phone will be given to the lead teacher by the office staff, and handed back to the school office at the end of each session.

**APPENDIX 1:**  
**STAFF CODE OF CONDUCT FOR EXTERNAL ENRICHMENT PROVIDERS**

***School vision statement; “To inspire a lifelong love of learning.”***

As we believe in a holistic approach to education, which goes beyond the National Curriculum offer, every student is encouraged to participate in the Enrichment programme. This belief is based on the education of the whole child so that every student leaves Hoe Valley School as a rounded individual, having developed a range of skills and abilities from sport, public speaking through to the arts. With this in mind, every student will be confident in who they are, develop a sense of belonging and know their individual talent which they can continue to hone in life post-HVS.

**Core Principles**

- The safeguarding of the students is the highest priority of the School.
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- All staff should know the name of their Designated Safeguarding Lead (Kevin Kelly) and Deputy Designated Safeguarding Leads (Val O’Keefe) and understand the process of reporting any concerns regarding students’ welfare.

**Routines**

- All visitors must read the ‘Safeguarding Guidance for Visitors to Hoe Valley School’ when signing in at reception.
- All staff must sign in/out at reception and wear their I.D badge when working at HVS, as well as the appropriate HVS lanyard.
- If there is a serious incident during the Enrichment lesson, staff should use the radio to communicate to the ‘late receptionist’ and request assistance. If the lesson is offsite, the member of staff should phone Reception to report the incident and SLT/HOF/HOY will provide the required support. A written report of the incident should be handed to Reception by the member of staff witnessing it, before leaving the premises.
- All staff shall award students with house points if and when necessary for demonstrating the HVS circle values. All Enrichment lessons will be quality assured by the Enrichment Coordinator each half term
- HVS staff are responsible for tracking registers on Edulink however, it is the student’s responsibility to inform parents of their whereabouts.

**Fire on HVS Campus**

- In the event of a fire alarm in the school buildings evacuation should be made by the nearest fire exit
- The Assembly point is directly outside the front of the School building at the end of the path where the Leisure Assembly Point is.

**Enrichment Providers**

- Only named members of the organisation that have completed this form should take a club
- Anyone taking a club must show satisfactory ID and a clear, enhanced DBS certificate before taking a club for the first occasion
- The provider is responsible for ensuring all activities are suitably risk assessed and a copy provided to the School if requested
- The provider is responsible for the collection of any monies or payments for the club and the contract is between the parent/carer and provider directly. Where the School agrees to fund or partially fund a student or group of students, this will be agreed between the School and the provider in advance.
- The provider is responsible for complying with Data Protection Legislation and ensuring any data passed to them by parents and carers is processed legally.

**Student Conduct and Achievement**

- Students are to aspire to achieving their best and can be rewarded through the House Point System for excellent effort / achievement
  - Students will be required to wear the appropriate/correct uniform suitable for that activity
- Students should be encouraged to behave in a way that reflects the six circle values of HVS; courtesy, integrity, resilience, community, leadership and enthusiasm. If however students fail to adhere to our values they may be unable to attend any future sessions.
- Student are not allowed to use their mobile phones or any other electronic device during Enrichment activities

I..... confirm that I have read and understood the Hoe Valley School Code of Conduct for Enrichment Providers.

Signed:.....Date: .....

**For HVS use only**

Photo Identification seen

Document Type	
Document No:	
Issue Date:	
Expiry Date:	

Enhanced DBS seen if applicable

Certificate No:	
Full Name:	
Date of Birth:	
Date of Issue:	
Name of Employer:	