



SECONDARY CLUBS POLICY

Section	Teaching and Learning
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1. PREAMBLE

John Wollaston Anglican Community School (the School) conducts a co-curricular clubs program for the enjoyment, social development and character enhancement of students in Years 7, 8 and 9 in Semester 1 each year. This program also promotes a sense of community and encourages students to represent and 'give back' to their school. All academic staff members are required to contribute to the Secondary Clubs Program as part of their co-curricular commitment of up to 40 hours as specified in the policy *Workloads in ASC Schools in WA*.

2. STAFF COMMITMENT

- Academic staff members working at 0.8 to 1.00 FTE are expected to conduct a co-/extra-curricular club for one hour per week after school (3:15pm to 4:15pm) for one (1) semester.
- Academic staff members working at less than 0.8 FTE are expected to commit to the Secondary Clubs Program through a shared arrangement or as an assistant in the running of a club.
- Tutorials/study sessions are considered part of the curricular program, and thus not part of the co-curricular program.
- Staff members who have queries about whether they are meeting their co-curricular commitment should speak with the Principal.

3. CLUB TYPES

- Whilst a wide variety of clubs are encouraged, preference should be given to activities that value-add to the students' experiences at the School.

4. DURATION AND TIMING

- The Secondary Clubs Program will run in Terms 1 and 2, with some exceptions, e.g. Rowing Club, School Band and Equestrian Club.
- Clubs will run for one (1) hour after school e.g. 3:15pm to 4:15pm, with some exceptions, e.g. Rowing Club, Junior SAS (sport) and Equestrian Club.
- Staff members who wish to run a club at an alternative time due to the nature of the activity will need to seek approval from the Principal.
- Clubs may run on a term or semester basis but staff commitment is for a full semester.
- Please note that Junior SAS will sometimes finish after 4:15pm. Students and parents/guardians are provided with a calendar of dates and times for advance notification of Junior SAS finish and school collection times/locations.

5. APPROVAL

- Approval for each club will be at the discretion of the Principal.

6. MINIMUM REQUIREMENTS TO BECOME OPERATIONAL

- Depending on the nature of the Club there will be a minimum number of students required to join before approval will be given to run the Club.
- In light of the above, staff may be reallocated to a club with large numbers of enrolled students.

7. BUDGET

- Activities should be chosen that do not require significant funding and are at minimal expense to the students.
- Budget approval will be at the discretion of the Business Manager.

8. PARENT/GUARDIAN, STUDENT AND OTHER VOLUNTEERS

- Years 10, 11 and 12 student volunteers may assist with Secondary Clubs in order to fulfil service requirements or contribute to the school community e.g. students enrolled in Outdoor Recreation Certificate courses.
- Parents/Guardians and other volunteers are welcome but they must have a current Working with Children Check card which must be sighted by the Principal's Personal Assistant and a copy made to be retained on file. All visitors must sign in at the Main Reception before moving to their allocated club/venue.

9. CLUB ATTENDANCE

- It is compulsory for students in Years 7, 8 and 9 to participate in the Secondary Clubs Program.
- Student attendance is to be recorded by staff via SEQTA.
- If students are absent from their club, written notification from a parent/guardian must be forwarded to the Teacher-in-Charge of the Club or to Student Services Reception.
- The Dean of Pastoral Care is to be informed of persistent/frequent/unexplained absences. Students who are absent from their club commitment without written notification will receive an after school detention.
- Parents/Guardians will be notified if students were present during the school day but not present at an after school club (unless a valid reason has already been provided by the parent/guardian).
- Students may elect to participate in more than one club if there are spaces available.

10. STUDENT ENROLMENT IN SECONDARY CLUBS

In the first two (2) weeks of Term 1 the Co-Curricular Coordinator will:

- Forward an information message and a booklet listing available clubs to all Years 7, 8 and 9 students via SEQTA Direct message.

- Forward a link to the Secondary Clubs Selection Form to all Years 7, 8 and 9 students via SEQTA Direqt Message. This link will be to a Survey Monkey data collection tool and will be contained within the information message (as indicated above).
- Allocate students to clubs based on their preferences indicated via the data collection tool. Clubs will be filled on a ‘first in’ basis. Once a student has been accepted into a club, it is unlikely that he/she can move to another club, so choices need to be made thoughtfully.
- Inform staff, students and parents/guardians of student allocations to clubs.

11. VENUE/LOCATION REQUIREMENTS

- Suitable venues will be determined according to student numbers and the nature of the Club.

12. STAFF ABSENCE

- In the case of staff absence, the Club will not be cancelled. Alternative arrangements for supervision will be made for the students by the Teacher-in-Charge of the Club.

13. UNFORESEEN CIRCUMSTANCES

- A club may be cancelled in the event of unforeseen circumstances such as extreme weather events. In circumstances such as these, parents/guardians will be notified of the Club’s cancellation.