

Woodbridge School Off Games and Activities Arrangements

Policy

Pupils who are unable to take part in Games or Activities should be directed towards appropriate supervised areas.

Procedure

1. Pupils with an off-games/activities letter from either parents or matron should give the note to the Head of Boys' or Girls' Games or another member of the games department from that day, RFB or PAT on a Friday. This should be done at the beginning of that session. If no member of the games staff is available then any other member of the Common Room should deal with the matter.
2. Pupils who are off-games/activities should be sent to the library and MUST be sent with a note. This note is signed by the supervising teacher / Librarian and returned to the Head of Department.
3. In the afternoon sessions they should remain there to work until 4.10 pm.
4. On Friday afternoons PAT will release a member of staff from Duke of Edinburgh's Award activities to support the Librarian in supervising the off-activities pupils.
5. On those occasional games days or Friday afternoons when there is an overflow, a member of staff on the Reserve should assist.
6. If a Sixth Former is off-games/activities they should work in the Study Area, Common Room, ICT Centre, Library or some other suitable room on the school site until 4.10 pm. The student MUST seek permission from the member of Sports Staff responsible for them. The Sixth Form Study Area and Common Room are not available on Friday afternoons because of other commitments. Sixth Formers should register with the Librarian at the beginning and end of the session. They may not leave the site
7. If a games session is not happening (eg because a match is planned for later that afternoon) the teacher responsible for that group should supervise the pupils either while they do prep or some other suitable activity. If an activity on Friday is cancelled for any reason then the member of staff is also responsible for supervising the pupils, and must inform the Deputy Head and PAT.

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