

Queenswood



Paid Activities Policy

<i>Issued by</i>	Deputy Head Pastoral
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<i>Last review</i>	September 2018
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<i>Circulation</i>	Queenwood Website
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<i>Revision</i>	ii
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PAID ACTIVITIES POLICY

Aim

To clarify for staff, pupils and parents the procedures for signing up for a paid activity, terminating a paid activity or cancelling an individual lesson and the processes that will be employed by staff to monitor pupils' attendance at paid activities. This document does not cover the Leiths Course run in the Sixth Form.

Procedure for Signing Up

Parents complete the Paid Activity Form in the Joining Literature, or write to/ email the school indicating which paid activity they would like their daughter to take part in, and she is able to start as soon as there is a space available. Once a girl has been allocated a place in a paid activity, this takes priority over all other activities, apart from curricular activities, e.g. Field trip, Theatre trip, Careers talk or School examinations that take place in lesson times. Departments organising such events should put a list of girls out of school on the portal as soon as possible, and girls should take the initiative to talk to their paid activity teacher in advance to flag up their absence. At least a week's notice is required, and if this is not given then the lesson is charged.

Missed Lessons

1. If a girl needs to miss a lesson for any other reason, notification must be given in writing at least one week in advance.
2. If a girl misses a lesson due to illness, the lesson is charged. In the case of long term illness (a week or more not in school), lessons will not be charged.
3. If a girl misses a lesson without notice she will be emailed asking for an explanation. Her Housemistress/Houseparent will be copied in and should follow up with the girl. It is courteous for the girl to explain the absence, and if appropriate to apologise. Failure to do so may result in a school sanction.
4. If no written notice is given, lessons will be charged. Retrospective verbal excuses/reasons cannot be accepted.
5. If parental written notice is shorter than one week due to illness or an emergency, e.g. medical / dental / orthodontic appointment, lessons are charged, although the department may use their discretion.
6. A Pro forma may be found in Appendix 1 for communicating with a girl via the Year Group noticeboard
7. **During Study Leave, School Examination Weeks and Public Examinations teachers may either not schedule lessons, or in some circumstances in discussion with the girl they may arrange lessons.**

Notice to Parents

1. Parents will be notified in writing for ongoing unexplained absences.
2. If no communication is received from parents and further lessons are missed (maximum 5) another letter will go to parents indicating that we are taking this as the commencement of the notice period (as outlined below) and that the parents no longer wish their daughter to continue with this activity.

Termination of Lessons

Notice is required in writing if lessons are to be discontinued at the end of that term.

If notice is given between teaching week 1 and 5 of the year, lessons stop at week 10

If notice is given between teaching week 6 and 10 of the year, lessons stop at week 15

If notice is given between teaching week 11 and 15 of the year, lessons stop at week 20

If notice is given between teaching week 16 and 20 of the year, lessons stop at week 25

If notice is given between teaching week 21 and 25 of the year, lessons stop at week 30

Rotational Music Lessons

It is essential that Music Staff fill in the lesson times on the girls' blue instrumental lesson card as far in advance as possible, so that the girls can get their card signed a week in advance by the member of staff whose lesson she will be missing. This will enable the girls to be as organised as possible, and enable classroom teachers to know where the girls are.

Beginning of the Academic Year

The Deputy Head Pastoral will write to parents with the co-curricular programme and explain the procedures in this document.