

British Overseas School Policy: Extra-Curricular Participation and Contribution



A. Introduction

Today, so many schools are pressurised into defining education simply and solely in terms of examination grades. Often they do so in the belief that their students will be better able to cope as global citizens. But, to do this is to settle for measurable over valuable ; quantitative over qualitative; it is to minimise and simplify the challenges facing the global citizen.

With this in mind the British Overseas School has set itself the goal of becoming a deliberately developmental organisation (DDO). This is an organization that supports its people to allow them to grow personally and professionally. And in which everyone is responsible for elevating our people:

- children
- students
- staff
- community
- and the wider community

As a deliberately developmental organisation, the BOS will endeavour to elevate all of its people. We believe that better people make better students and better teachers.

Supporting Pupils

At the BOS we are very proud of our students' academic success, but we place a higher value on 'immeasurables' such as: contentment, confidence, fulfilment, balance and health - all things that help prepare our students for life. Generally, character and this kind of personal development does not arise from more time in the classroom. They arise from opportunities to test one's character and challenge one's values on the field, on the stage and beyond the school walls. This is why a school's programme of activities, events and opportunities is so important for a child or student's development.

Important aspects of this personal development are:

- Spiritual Development (S)
- Moral Development (M)
- Social Development (S)
- Cultural Development (C)

Members of staff play a critical role in helping pupils develop in this way - outside the classroom. As BOS staff members we may be participants, organisers, chaperones or spectators at pupil events but most importantly, we share their experiences with our pupils. We support and we cheer, we guide and we help, we laugh and we have fun. We are present at these critical moments in the lives of pupils and of the school.

In our British Schools Overseas reports of both 2018 and 2022 SMSC was one of the school's great strengths. It will only continue to be so with the full commitment of the whole staff. At the BOS it is imperative that members of staff understand this philosophy, agree with it and participate in it willingly, voluntarily and enthusiastically.

Supporting Parents

A class is a team; the school is a community. Parents are a crucial part of that community as our partners. For teachers to work with pupils to help them to reach their potential, we need the support of parents. We need parents to support our values, our objectives and our methods. We need parents to reinforce, at home, what we have been saying and doing in our classrooms.

Similarly, to be able to play their roles in the school effectively, parents need the support of staff. This might encompass communicating about their child's progress, providing guidance about the next steps or offering support for issues at home.

Teachers and parents are partners. To make this partnership work, it is vital that both teachers and parents are present in the forums we provide specifically for this purpose (parent teacher conferences, workshops, coffee mornings, etc.) as well as at the various social events that we set up so that we can meet in more informal environments.

The main driver behind these staff-parent social events is the BOS Parent-Teacher Association. A small group of parents, the Executive Committee, solicits the help of parent volunteers and staff members to host events for pupils, for the immediate BOS community and for the wider community. These include the Meet & Greet, The Halloween Party, the Pakistan Day celebrations and the annual School Carnival/Mela.

Whilst the school cannot organise these events without the PTA, the PTA cannot organise them without the support of the staff.

Supporting Colleagues

Beyond support for pupils and their parents, members of staff should support each other. A community is a group of people who share common characteristics: the same interests, same location, same profession or same beliefs. We might also say that members of a community prove their value by supporting each other.

At the BOS it is important that, as a staff, we pull together to support each other. At the most basic level, this means that we do our utmost not to create additional work for each other through our absence, lateness, forgetfulness or carelessness. Ideally, it means that we volunteer, we work collegially and we offer help where it is needed.

Supporting the School

The BOS is a school, not a sixth form college, not a university and not a tuition centre. As teachers in a school our obligations and our responsibilities extend beyond delivering lessons and marking homework. We are expected to contribute to the broader life of the school by attending events, participating in extra-curricular activities and enhancing education in the broadest sense. Correspondingly, our performance is evaluated on more than examination results alone. We are evaluated on that wider contribution and the impact that we make upon the BOS community as a whole.

B. Aims of this Policy

The BOS is a small school, with a great deal going on: from drama productions to sports events, from the Hard Sums Club to CPD, from patio events to assemblies and from Round Square to the Duke of Edinburgh Award, plus a full and varied programme of after-school events and clubs. A wide variety of events take place every term, every week and every day. The school calendar is already packed with activities and opportunities, and, the number and variety is only set to rise.

It is impossible for the BOS to generate and maintain our roster of events and activities without the support of the whole BOS community, but especially our staff.

Therefore, the purpose of this policy is to clarify the school's expectations of staff members in terms of their commitment to attendance of, and participation in, school events and activities. As such, this policy, like the relevant Job Description and Code of Conduct, becomes part of the Employment Contract with the BOS.

C. School Duties

Staff duties, outside the teaching and learning responsibilities in 'the classroom', are part of the fabric of school life and of a teacher's job description. They include, but are not limited to:

- Break and lunch duties
- Supervision duties at home time
- Examination invigilation duties
- Relevant departmental meetings
- Parent-teacher conferences (PTCs)
- Assemblies
- Relevant meetings (department, key stage, form tutor, etc.)
- Cover lessons
- Co-curricular supervision (CCP)
- Continuing Professional Development (CPD)

In many cases these are organized on a rotational basis (cover, break duties, CCP supervision). In order to provide a safe environment for children and to support each other (by avoiding colleagues having to step in) it is critical that members of staff attend their duties, on time and for the full period scheduled.

It is crucial that when performing their duties, staff members are present: physically and mentally. That means that the staff member is performing their duty diligently. They are paying attention to their duty and, where permissible, engaging with colleagues and pupils to ensure a constructive and pleasant environment.

School duties of this type are compulsory. They are critical to the safe and smooth functioning of the school. For a staff member to treat them carelessly or unprofessionally is as serious as unprofessionalism in the classroom and will be treated in the same way.

Assemblies cover a range of activities and are a way of reinforcing school culture.

CPD is part of this list of 'duties'. To become a deliberately developmental organization, members of staff are expected to improve their own practice. The school arranges CPD on specified INSET days every year, attendance is mandatory.

D. School Landmark Events

Landmark events are prominent occasions in the school calendar. They are school traditions that offer the community a chance to come together to embody the current iteration of the British Overseas School. These events reinforce the school's culture and expectations. Landmark events are often held annually.

Given their importance to the school, all staff from the respected school, and administrative staff are expected to attend.

BOS Landmark Events include: the Secondary Awards Ceremony, the BOS-PTA Meet and Greet, the BOS-PTA Carnival/Mela, the Secondary Leavers' Assembly and the Secondary Leadership Assembly.

A complete list and summary is provided in the matrix in Appendix 1.

E. Academic Opportunities and Events

As the BOS has extended its curriculum, so there are opportunities for teachers to host lessons and short courses outside their timetabled subjects. Currently, in the secondary school, these include the Changing Minds initiative and the Media Studies Course. In the future, we would like to add some project-based work to our roster.

Where possible, we would like teachers to volunteer to contribute to these courses. The opportunity to introduce pupils to a particular area of interest or to a skill that you feel they particularly need, is a rare thing in a school. Ideally, we would like teachers to embrace it as an opportunity to extend learning. However, the school reserves the right to make such courses a compulsory part of teachers' timetables.

Academic competitions are already part of the secondary calendar. In addition to these, we also have the Hard Sums Club, which is to stimulate and stretch some of our mathematics students.

To these we are also adding a raft of clubs and societies related to areas of academic interest. In many cases, these will be led and managed by pupils, but they will need teacher input in the form of supervision and guidance.

F. Charities and Service

In both the primary and secondary schools contributing to the wider community is important. It is a BOS principle that we do not simply ask the parent community for

money, rather funds must be raised through by pupils through their activities. Alternatively, we may ask parents to make 'in kind' donations to a specific cause.

In the secondary school charitable giving follows the same pattern. However, in addition, the school makes provision for community service as part of our curriculum. This Co-Curricular Programme takes pupils out into the city to work with disadvantaged groups.

In both cases, we expect staff members to participate by helping to organize, coordinate and supervise the activities. All staff members are expected to be available to make some contribution of time and effort. In the case of CCP, all secondary teachers and members of the Administration team must attend at least one session.

G. Round Square, The Duke of Edinburgh's Award Scheme, Debate and Sports Teams

In the secondary school, Round Square, the DofE, debate and sports teams are all important aspects of school life and the personal development of pupils. Whilst we have members of staff designated to be responsible for these areas, there are times when they need additional assistance (for example hosting an RS event or a debate tournament). In these instances, were we not to have sufficient volunteers, the school reserves the right to nominate people. Beyond this the support of teachers always welcome at tournaments.

H. Extra-Curricular Contribution

The BOS creates additional opportunities for pupils to enjoy themselves and to grow outside the classroom. These are creative events, sports events, parties, performances and exhibitions. Examples include: primary and secondary productions and concerts (sing-a-longs), Sports Nights, Open Mic Nights, Movie Nights and the Halloween Party.

With pupils, these events are some of the most popular in the school calendar. They enjoy playing or performing with and for their friends and they enjoy displaying their work and their talents. If their teachers are present to share these experiences with them, then the events are even more enjoyable.

Being present and contributing to events such as these helps to build the bond between teachers and pupils. It helps to unite the BOS community and to reinforce that sense of belonging that is so important in a school. It would be difficult to underestimate the impact that the presence of teachers has at these events.

That being said, there are many of these events at the BOS. In the case of primary teachers, they are expected to attend at least the events related to their key stages and those at which the Head of Primary might require their presence. This is due to the level of supervision required for primary school events.

In the case of secondary teachers, we do not expect teachers to attend all such events, but we do require them to attend at least five such events during the course of the academic year.

I. Domestic and International Trips

We encourage our pupils to look beyond the school walls in order to better understand their own city. We encourage them to look beyond the borders of Pakistan in order to adopt a more international mindset.

Local Trips & Visits

For the younger children local excursions might include a local theme park or play area ; for older children, an architectural tour of Karachi or a trip to the cinema. For secondary students, local trips are often of the more traditional educational variety, such as to St Patrick's Cathedral, Mohatta Palace or the mangrove wetlands. Whatever the location, the aim is always to broaden horizons and elevate understanding.

International Trips and Visits

For more than a decade the secondary school has organized international trips for its students. Destinations have included: China, South Africa, Australia, Germany & Eastern Europe, Russia, France, Spain, Egypt and Greece. More recently, especially with our membership of Round Square, the nature of these trips has changed. This annual 'Spring Break' trip has become focused on adventure more than sightseeing and culture. Most recently students visited Cyprus for an adventure camp, and this year will do the same in Spain. Supplementary trips, more closely linked to the curriculum, have included visits to CERN and NASA.

Our debate team is very successful, taking part in competitions at home and abroad. Recent trips for competitions have included New York, Istanbul and Rome. The team benefits from the cultural experience, but also from the intense practice, competition and sense of accomplishment when they bring home accolades - as they frequently do.

Accompanying pupils on trips, whether local or international, is a great opportunity for teachers to better get to know the pupils and themselves. We understand that travelling

with the school is not possible for all members of staff ; however, we do encourage teachers to take the opportunity at least once during their time at the BOS.

J. Alumni Events

The BOS Alumni Association will be launched in the academic year 2023-24. The Association will host a small number of events every year, which will provide former BOS students with an opportunity to meet, share memories and network. For the school, the Association has the additional purpose of raising the school's profile with former students, and possibly potential recruits to the staff or parent community.

Current BOS staff members will be expected to participate in Alumni events as and when they can. It is important that current staff members maintain an interest in the history of the school and its former students.

K. Appendix 1

Event Attendance Matrix

The matrix below is designed to help staff members understand school expectations for attendance of various school events. Below is a proposed matrix for discussion.

There are 3 priority levels:

- **Priority 1** - Attendance is compulsory.
- **Priority 2** - Attendance at these events is preferred - a minimum of 5 such events across the year should be attended.
- **Priority 3** - Attendance at these events is desired

Category of Event	Examples of Events	Priority	Comment
Landmark Events	BOS-PTA Meet & Greet	1	Primary & secondary staff ¹⁸⁰
	Secondary Leavers' Assembly	1	Secondary staff only ¹⁸¹
	Secondary Awards Ceremony	1	Secondary staff only ¹⁸²
	BOS-PTA Carnival/Mela	1	Primary & secondary staff ¹⁸³
	BOS-PTA Staff Appreciation Lunch	1	All staff ¹⁸⁴
	Spring Ball	1	All secondary staff - on a rota ¹⁸⁵
	Secondary Leadership Assembly	1	All secondary staff ¹⁸⁶
	Primary Productions	1	All primary staff ¹⁸⁷

Category of Event	Examples of Events	Priority	Comment
	Primary Sports Evenings	1	All primary staff ¹⁸⁸
Duties	Break, Lunch & Home time duties	1	Primary & secondary staff ¹⁸⁹
	Examination invigilation	1	Secondary staff ¹⁹⁰
	CCP supervision	1	Staff from secondary on a rota ¹⁹¹
Orientation, Learning and Feedback	Parent class orientation sessions	1	Primary relevant staff. Includes Year 6 orientation ¹⁹²
	Coffee Mornings/ Afternoons	1	Respective Class Teacher or Form Tutor ¹⁹³
	IPC Exit Points	1	Relevant primary staff ¹⁹⁴
	Year 10 Options Evening	1	Relevant secondary staff (Form Tutors 9 & 10) ¹⁹⁵
	Parent Workshops	1	Relevant staff. Primary and secondary ¹⁹⁶
	Parent-Teacher Conferences	1	Relevant staff from primary or secondary including Form Teacher and Mentors ¹⁹⁷
	Assemblies	1	All staff from respective school ¹⁹⁸

Category of Event	Examples of Events	Priority	Comment
CPD, Training and Staff Meetings	Whole school staff meetings	1	All staff (including Administration) ¹⁹⁹
	Primary/Secondary School Staff meetings	1	All staff of their respective schools ²⁰⁰
	CPD Events	1	For the staff concerned (could be all staff) ²⁰¹
	Induction events	1	Including safeguarding training ²⁰²
	Feedback & Discussion events	1	Eg Pre-inspection events ²⁰³
	Departmental/Key Stage Meetings	1	For relevant staff ²⁰⁴
Within School Enrichment Events	Secondary Sports Day	1	All secondary staff ²⁰⁵
	Secondary Sports Evenings e.g. football night, cricket night etc	1/2	Secondary staff attendance preferred (1/5) ²⁰⁶
	Secondary School Production/Performances	1/2	For secondary events attendance preferred (1/5) ²⁰⁷

Category of Event	Examples of Events	Priority	Comment
	Break & Lunch Patio Events organized by Student Council & RS	3	Secondary staff desired but not mandatory and not 1/5 ²⁰⁸
	After school RS & Student Council Events Eg Open Mic Night	2	For secondary events attendance preferred (1/5) ²⁰⁹
Off-Site enrichment & celebrations	School Trips local & international		For selected staff only ²¹⁰
	Duke of Edinburgh Award		For elected staff only ²¹¹
	Edexcel Awards (Karachi)	2	²¹²
PTA and Alumni Events	Primary events	1	Includes, but not limited to Halloween, Pakistan Day ²¹³
	Secondary events	2	Charity Mela (1/5) ²¹⁴
	Alumni events	2	tba ²¹⁵
Inter-School Events	Sports matches eg inter house matches, friendly matches	3	Beyond those in a supervisory role, attendance, where possible, would be much appreciated to support our students and teams. ²¹⁶
	Tournaments	3	Beyond those in a supervisory role,

Category of Event	Examples of Events	Priority	Comment
			attendance, where possible, would be much appreciated to support our students and teams. 217
	Local inter-school events/competitions eg Debate, Maths Contests etc	3	Beyond those in a supervisory role, attendance, where possible, would be much appreciated to support our students and teams. 218