



RHENISH PRIMARY SCHOOL

(Updated January 2014)

Subject: **Extra-Mural Policy**

1. Introduction

The Rhenish Primary School extra-mural programme should cater for all learners in as diverse a spectrum of activities as possible, allowing for the limitations of time, finances, facilities, manpower and interest shown.

Educators should strive to develop the whole child in a balanced fashion. Early specialisation in sport at primary school level is not in keeping with the School's holistic approach to extra-mural activities. The extra-mural programme should be part of educating the learner.

The cornerstone of the School's extra-mural policy is one aimed at mass participation and exposure to as many sports codes as possible, with excellence as a by-product. In recognising that learners may show potential and to develop this potential to its fullest, parents may wish to seek additional outside expertise. This should not clash or interfere with school sport practices.

2. Aims

- To provide fun, enjoyment and a healthy lifestyle.
- To develop skills in the following domains: physical, social, cultural, intellectual, moral and ethical.
- To promote values such as: commitment, loyalty, participation, self-discipline, perseverance, tolerance, respect, acceptance, generosity, honesty and modesty.
- To cultivate sportsmanship.
- To improve coaching skills by financing and encouraging staff members to attend courses whenever possible.

3. The Policy

3.1 Guiding Principles

- The extra-mural programme is an extension of the broad curriculum of the School and, like the academic curriculum, falls under the supervision of the Principal and the professional staff.
- In order to consider the child holistically, the extra-mural programme differentiates between the type of activities offered and the duration of sessions of the activities, according to the educational phase of the child. (See Appendices 1 and 2 attached).
- There is thus, a Foundation Phase (Grade 1 to Grade 3 {u/7; u/8 and u/9}), an Intermediate Phase (Grade 4 to Grade 6) and a Senior Phase (Grade 7) extra-mural programme.
- Learners shall be expected to participate in at least one activity per season.
- This policy is subject to annual review by the Extra-mural Committee. Recommendations should be made, in writing, to the Governing Body, via the Principal. The academic staff must be consulted before any amendments are made to this policy.

3.2 Governance

- The Extra Mural Administrator will manage the administrative affairs of the school's extra-mural programme. His/her job description has been specified in the contract co-signed by the employer and employee.
- Parents shall be approached by the person-in-charge, in consultation with the SMT, to represent a code. Each parent shall represent that particular extra-mural activity on the Extra-mural Committee. A parent should preferably not represent more than one extra-mural activity. The Extra-mural Committee Chairman shall be a Governing Body member in accordance with the principles set out by the W.C.E.D. with regard to sub-committees of Governing Bodies. To complete the Extra-Mural Committee, an educator in charge of each activity, shall also be a member.
- The Principal or a person duly delegated by him/her shall also sit on the Extra-mural Committee.
- The Extra-mural Committee falls under the governance of the Governing Body.
- The Extra-mural Committee will meet at least once per term, preferably before a Governing Body meeting.
- The Extra-mural Committee may appoint sub-committees who may have independent meetings and liaise with the Extra-mural co-ordinator (*Deputy Principal*) directly and report to the Extra-mural Committee at meetings.
- The functions of the Extra-mural Committee will include:
 - raising funds and the disbursement thereof;
 - assisting with catering for fixtures and events;
 - arranging additional transport;
 - assisting educators;
 - consulting on the spending of extra-mural funds; and
 - promoting communication between staff and parents as defined and called upon by the Extra-mural Committee.
- The purpose of the sub-committees will be to assist with the execution of these functions.
- Funds raised for the purpose of extra-mural activities will be controlled by the Extra-mural Committee to allocate as it sees fit.
- Each representative will have one vote and the Chairman shall in addition have a casting vote. Decisions shall be carried by a simple majority of votes.
- The Extra-mural Committee shall keep proper minutes of each meeting held and to this end shall appoint a secretary. The minutes of every meeting shall be submitted to the Governing Body for ratification; *if and when requested*.

3.3 Finances

- Each activities representatives must submit a budget to the Extra-mural Committee no later than early August of a given year. Each sub-committee consists of the educator-in-charge of the activity, the Principal/ Extra mural Co-ordinator and the parent who heads the activity.
- The Extra-mural Committee must thereafter submit an annual budget to the Governing Body, via the schools annual budget proposal, for its approval. This budget should be submitted no later than 30 September of a given year.
- Extra-ordinary expenses will be referred to the Governing Body on an ad-hoc basis.
- Educators-in-charge of extra-murals must get prior approval for purchases, orders, requests for money etc. from the Principal/*Deputy-Principal* / Extra-mural co-ordinator well in advance, failing which the Bursar will not settle these accounts.

3.4 Activities

3.4.1. General

3.4.1.1 Phase Definition

Foundation Phase:	Grade 1 to Grade 3 {u/7; u/8 and u/9}
Intermediate Phase:	Grade 4 to Grade 6
Senior Phase:	Grade 7

Learners will participate in their correct age groups, irrespective of the grade they are in. **No over-age learners will be permitted to participate outside their respective age group. Learners, who are more than two years difference in age, may not participate together in an activity (Example: u/12 and u/14).**

Learners, who are a year younger than the grade they are in, must participate in their appropriate and correct age groups regardless of the grade they are in.

A concession is made for children who are in Grade 3. A learner, who is a year too young for this grade, may still participate with his/her grade, but from Grade 4 upwards, they must participate in their correct age group.

3.4.1.2 General Index

Foundation Phase	Intermediate and Senior Phase
Summer Sports	
Athletics	Athletics
Mini-Cricket	Cricket
Swimming	Swimming
Tennis	Tennis
	Water Polo (Senior Phase only)
Winter Sports	
Mini-Hockey	Cross-Country
Mini-Netball	Hockey
Mini-Rugby	Netball
	Rugby
Cultural Activities	
Chess	Art
Drama	Chess
Production	Drama
Scripture Union	Production
Scripture Union	

N.B. Choir, Orff and Orchestra resort under the auspices of the School Academic programme although they appear on the extra-mural timetable.

3.4.2 Sport in General

The following is applicable to all activities:

- No “over-age” learners may practice in the wrong age group or represent a Rhenish sports team. All learners must participate in their correct age group irrespective of the grade they are in. Learners who are a year too young for their grade must participate with their correct age groups.

- If Rhenish teams are invited to participate on a Saturday, this invitation may be accepted, provided that it does not clash with the school's general sports programme. (Refer to Staff commitment).
- If Rhenish is hosting a Saturday tournament or festival, the organiser should request a bye for that week to prevent an over-congested programme. It is preferable that the bye falls within the week where there is a Saturday fixture.
- If a fixture is cancelled by another school, and weather permitting, an internal game will be played or a training session will be conducted for the duration of the normal practice session.
- If fixtures are cancelled, parents will be given prior notice of such cancellations whenever possible.
- It is compulsory for all learners to wear Rhenish Primary School hats while participating in sports events.

When a fixture is cancelled on the day it is to take place, for whatever reason, and parents cannot be informed of the cancellation, learners will be supervised for the full duration of time that the activity would have taken place. The school will endeavour to communicate cancellations via SMS to parents.

Decisions to cancel sport due to inclement or hot (35° and higher in the shade) weather will be made by:

12:00 on the affected day for the Foundation Phase.
13:00 on the affected day for the Intermediate and Senior Phases.

- If there is a bye on the league fixture list, or no fixture for a particular week, an internal game will be played or a training session conducted.
- sporting codes are expected to conduct their activities, fixtures and events in the applicable season. Summer sports are to be conducted during Terms 1 and 4. Winter sports are to be conducted during Terms 2 and 3. This will avoid unnecessary clashes on the school's sports programme and will ensure that learners are not forced to choose between codes. This will also avoid over-congestion of the extra-mural programme. Season specific codes take preference over out-of-season activities.
- Where possible, every effort will be made to play sports fixtures within the Stellenbosch/Boland area.

3.4.3 Extra-mural Information

Parents requiring extra-mural information can direct such queries to the Educator-in-charge of the respective activity. Failing that, they can approach the Extra-mural Co-ordinator.

3.4.4 Educators-in-Charge of Activities

Each extra-mural activity will have an Educator-in-Charge of that activity. The educator's responsibilities will include:

- Attending regional meetings;
- Obtaining and implementing fixtures;
- Ensuring that matches / activities are confirmed;
- Maintaining and replenishing kit;
- Keeping an inventory of all equipment;
- Budget control (in conjunction with the sub-committee chairperson); and
- Liaising with the Extra-mural Co-ordinator / *Deputy Principal* of the school

All correspondence must be co-signed by the Principal/*Deputy Principal* / Extra-mural co-ordinator and Educator-in-Charge of the sports code. All details regarding activities, cancellations etc. must be discussed with the *Deputy Principal*/Extra-mural co-ordinator who must be kept informed at all times.

There will be regular Extra-mural meetings, *whenever possible*, of Educators-in-Charge of sport. This will help with the dissemination of information and bring about co-operation between sports codes, where necessary.

3.4.5 Catering

This sub-committee resides under the auspices of the PTA Committee.

Each year the Grade 5 parents will be responsible for catering at special functions identified by the Extra-mural Committee during that year.

Requests for catering must be made through the PTA. Sufficient notice must be given to allow for planning and preparation.

3.5 Inter-house Activities

- There are three school sports houses at the school. Namely, Terlinden (Green), named after Rev. Terlinden, Van der Stel (Yellow), named after Simon van der Stel and Weber (Red), named after Rev. Weber.
- Once a learner is allocated to a sports house all subsequent family members are also allocated to that house.
- The Inter-house shield is presented at the annual Prize-Giving ceremony. This shield is awarded to the House which has accumulated the highest number of points during the year. i.e. academic, cultural and sporting results are taken into account.

3.6 Staff Commitment

- As far as possible, the extra-mural programme workload will be spread equally amongst the staff members.
- The division of the extra-mural workload will be decided upon by the Principal / Deputy Principal on an equitable basis, taking all factors into account.
- All staff members are expected to be available from 07:40 to at least 16:30 each day. Thus, even though the academic day ends at 14:05, and staff may leave the school at 14:30, staff should consider themselves to be "on duty" to present extra-mural activities if necessary.
- If a staff member is not required on a particular day, he / she may leave the school premises at 14:30.
- If a staff member is unable to fulfil an extra-mural commitment, permission to be absent from their duty must be obtained from the Principal or Deputy Principal.
- Coaches / educators are expected to be professional in their approach to all duties, functions and in their dress.
- Staff should strive to improve their coaching skills and techniques by attending clinics and keeping up with changes and trends in their particular sport code.
- Educators, who so wish, may organise tours, Saturday tournaments and festivals. It is preferable for educators not to coach their own children.
- Members of the Rhenish Primary School staff are not expected to fulfil any sporting duties beyond the school's first team (u/13A) level. This implies that any learners' names put forward by the school, to attend regional and/or provincial trials, will become the responsibility of the parents. Staff members are not expected to attend

such trials or matches, unless out of free choice. Staff members are not held accountable for selection (or non-selection) of players at regional and/or provincial trials.

3.7 Learner Commitment

- Learners must commit themselves to an activity for the duration of the season.
- They must attend all practices and matches from the start to the end. Children may only leave after all the equipment has been packed away and the staff member has dismissed them.
- Learners must be punctual and be appropriately dressed for the activity. Staff members reserve the right to forbid incorrectly dressed players from participating.
- Learners are expected to display sportsmanship. Behaviour and attitude will be monitored at all times.
- Staff members have the right to exclude learners from any cultural or sporting competitions, matches, tournaments etc. if all criteria concerning commitment are not met.
- Where fees/money have/has been paid by the learner, these/this will not be refundable in such cases.
- Where a learner enters a regional and/or provincial trial and is selected, then they should honour that commitment at their parents' cost.

3.8 Parent Commitment

- Parents must excuse their child/ren for valid reasons only. An acceptable reason would be e.g. illness (requires a doctor's certificate); family bereavement.
NB - Going away for a weekend is not considered to be an acceptable excuse.
- Parents must ensure that their child/ren are correctly dressed and fulfil all the necessary commitment criteria.

Enquiries/feedback (positive or negative) should follow the correct channel of communication which is:

1. Staff member responsible for the session
(*Note: not in the presence of the child/ren*) (Preferably a formal appointment should be made via the school secretaries.)



2. Educator-in-charge of the sport / activity
(Preferably a formal appointment should be made via the school secretaries.)



3. Extra-curricular co-ordinator/*Deputy Principal*
(Preferably a formal appointment should be made via the school secretaries.)



4. Principal

(Preferably a formal appointment should be made via the school secretaries.)

- Any queries may be directed to the staff member/coach before or after, but not during, the practice.
- Parents should try to understand and support the staff member's decision. Parents must be objective and consider the good of the whole group above that of their own child.
- Parents should strive to attend as many of their child's activities as possible, as this motivates the child.
- Under no circumstances will interference with team selection, appointment of coaches or entry of teams / individuals as Rhenish representatives by parents, be permitted.
- Parents must ensure that their children arrive punctually for an activity and are fetched within 15 minutes of the scheduled return of the team to school or on completion of the activity. Late comers will be given one warning, after which the child may be barred from extra-mural activities for a period to be determined by the Principal/Deputy Principal. In the event of barring a child, the parent will be notified by means of a letter.
- Where a child enters a regional and/or provincial trial and is selected, then the parents should honour that commitment at their cost.

3.9 Tours

- Tours are desirable but not obligatory. These tours should be planned at least a year in advance.
- A detailed proposal must be submitted in writing, well in advance, to the Extra-mural Committee via the SMT.
- Factors like the ability of the teams should be taken into consideration when preparing a tour itinerary.
- There should be no more than one multi-sport tour per annum.
- Tour arrangements and costs should, as far as possible, accommodate organisers and their spouses/accompanying personnel free of charge.
- Weekend tours may be added to the programme.
- Staff members reserve the right to cancel a tour if lack of funds or interest is detrimental to the quality of the tour.
- It is expected of the Extra-mural Committee to host visiting schools at Rhenish Primary School's expense, within an allocated budget.
- All children who are involved in a Tour, are part of, and must remain with the group at all times.
- If parents are in the area where the children are on tour, they are welcome and are encouraged to be spectators.

- They **may not** request that a child leave the group at any time and may not themselves join the group, as this detracts and is detrimental to the educational aim of teamwork and *esprit de corps*.
- Children will not be allowed to take private cellphones on tours.

3.10 Awards

- A sport or cultural badge, for codes offered by Rhenish Primary School, will be issued to the learners for recognition of their input, at the end of a season.
- To be eligible for these badges:
 - a learner will be required to regularly attend team practice / training sessions arranged by the school
 - a learner will be expected to be present from the start to the end of all practices and matches. The practices and matches are only considered ended once equipment has been put away and staff members have dismissed the learner's.
 - the learner's attitude, behaviour and sportsmanship will be monitored by the staff at all times.
 - only age groups u/10 and older will be awarded merit badges.
- Sporting Awards in the form of certificates and trophies are awarded at Prize Giving.
- Parents are expected to accept the staff's decisions as being fair and well considered.

3.11 Publicity

- Rhenish Primary School's activities / successes are to be reported regularly to the local press by a central person.
- Subject to the approval of the Principal, all newsworthy items should be handed to the school's publicity agent each week by the Educator-in-Charge of a particular activity, and the class educator when an achievement was achieved in an activity not offered by the school. This is to be done in order that these news items can be passed onto the local press.
- No staff member will be permitted to liaise with the press unless the matter has been vetted by the Principal.

3.12 External Coaches

- Extra coaching assistance may be sought in order to bolster the coaching staff. Such coaches must conform to the professional code of conduct and dress code of the school as they are then representatives of Rhenish Primary School.
- Student coaches will be paid by the hour at an amount stipulated by the Extra-mural Committee at its annual budget meeting. Payment may vary according to the experience, qualification and coaching expertise of the coach.
- External coaches will be required to sign a limited term contract, issued by the Educator-in-Charge of the code and approved by the Extra-curricular co-ordinator and the Principal.
- Parents may also be involved as coaches, but preferably not as coaches of their own children. If parents are paid for their coaching services, they will be employed according to the terms and conditions of the school as applicable to any other external coach.
- Parents who coach on a voluntary basis should be rewarded by the school in the form of an appropriate gift at the end of the season. This will be decided and approved by the Extra-Mural Committee.
- Any parents who are involved with extra-mural sport are expected to commit to the full duration of the applicable season.

3.13 Staff Extra-Mural Incentive Payment

- Any staff members involved in extra-mural activities in any form are eligible for extra-mural incentive payment. Such payments will be calculated at the end of each term based on the staff attendance registers, by the Principal or Deputy Principal.
- The following activities are not considered for payment:
 - provincial coaching or selection duties;
 - staff accompanying learners to rugby matches at Newlands;
 - any duty/ies not officially performed for Rhenish Primary School or sanctioned by the school; and
 - any duty/ies performed where payment is provided by another institution.

Note: The current Foundation Phase sports schedule is included as Appendix 1 and the Intermediate and Senior Phase sports schedule is included as Appendix 2 to this sports policy.

.....
Chairman: RPS Governing Body

.....
(Principal: Rhenish Primary School)

.....
Date