



Co-Curricular Clubs: FAQs

Thank you to the many parents and pupils who have taken the time to share feedback regarding our new club registration process. We have listened carefully to the points raised and have already made some adjustments. We are particularly keen to ensure that pupils continue to benefit from the breadth of opportunities available, whilst providing the structure needed for effective planning, communication and safeguarding.

As the system beds in, we will continue to review feedback and make refinements where appropriate.

Why has the school moved to termly club registration?

The new process helps us improve safeguarding, communication, attendance monitoring and staffing arrangements. It also allows us to understand demand more accurately and ensure activities are appropriately resourced.

It also encourages pupils to commit to an activity long enough to develop skills, confidence and friendships. Experience shows that many activities become most rewarding when pupils participate regularly over a sustained period.

Importantly, the intention is not to reduce opportunities, but to help protect and strengthen our co-curricular provision over the long term. Importantly, the intention is not to reduce opportunities, but to help protect and strengthen our co-curricular provision over the long term.

How are club attendances recorded on SOCS?

All club registers are now completed through SOCS. This helps us improve safeguarding, monitor participation accurately and communicate more effectively with families where necessary.

Pupils registered for a club will be recorded using one of the following attendance codes:

Attended: the pupil attended the session as expected.

Authorised Absence: the pupil was unable to attend but the absence was communicated to the member of staff leading the activity in advance, or there was

another valid reason for non-attendance.

Unauthorised Absence: the pupil did not attend and no explanation was provided.

The purpose of these categories is not to penalise pupils, but to ensure registers are accurate and to help us identify where places may not be being used. In oversubscribed clubs, pupils who accumulate two unauthorised absences may have their place reallocated to a pupil on the waiting list.

Will my child get into trouble if they miss a club?

No.

We are not seeking to penalise pupils. We simply ask that, where possible, absences are communicated to the member of staff leading the activity by the pupil. This can be done through a conversation with the teacher or by email. This should go directly to the club leader.

If an absence is communicated, it will be recorded as an Authorised Absence.

What if my child is ill, injured or has another important commitment?

We understand that situations arise during the term. Illness, injury, family commitments, educational opportunities and school commitments elsewhere all occur from time to time.

In these circumstances, pupils should simply let the activity leader know in advance wherever possible. We will always seek to take a sensible and supportive approach.

Do parents need to report a club absence?

Not necessarily. We would encourage pupils to take responsibility for communicating directly with the member of staff leading the activity, either face-to-face or by email. This supports the development of independence and organisational skills.

Where possible, we ask for notice in advance of the session, ideally 24 hours or more. We fully understand that illness and unforeseen circumstances can arise at short notice.



Co-Curricular Clubs: FAQs Continued...

My child has changed their mind about a club. What should they do?

We are encouraging pupils to honour their commitment for the term so that activities can build momentum and staff can plan effectively. However, we also recognise that pupils are young people whose circumstances and interests can change. Where there are exceptional circumstances, or where a pupil feels they have genuinely chosen the wrong activity, they should discuss the situation with the activity leader or their Form Tutor.

What happens if a club is full?

The vast majority of clubs have no fixed capacity.

Only a small number of activities have participation limits due to facility size, equipment or health and safety requirements. These currently include the Fitness Suite, Tennis and Swimming.

Where activities are full, waiting lists are maintained and places are offered when they become available. To be added to a sport waiting list, please email sportsadmin@truroschool.com clearly stating which club and day a place is being requested.

What happens if pupils sign up but do not attend?

One of the benefits of the new system is that places can be reallocated more fairly.

In oversubscribed clubs, pupils who accumulate two unauthorised absences may have their place reallocated to a pupil on the waiting list.

My child missed the original registration process. Is there anything they can do?

Yes.

If a pupil missed registration or was unaware that sign-up was required for a particular activity, we encourage them to contact the Co-Curricular Team. We will always do our best to help pupils access suitable activities and join waiting lists where appropriate. Form tutors have also been reviewing participation levels and following up with pupils currently registered for no clubs to ensure they are aware of the

opportunities available and feel supported in finding activities that are right for them.

You can email the club leader directly who can accept and add a pupil to their group in SOCS, or if you have further questions:

For sports clubs email:
sportsadmin@truroschool.com

For music clubs email:
music@truroschool.com

For general clubs email :
co-curriculum@truroschool.com

How does the Fitness Suite waiting list work?

The Fitness Suite remains capped at 25 pupils during the popular 4.00pm to 5.00pm session.

To improve access, pupils on the waiting list may arrive at 4.10pm. Any spaces not taken up by registered pupils will then be allocated to those waiting.

In addition, pupils who accumulate two unauthorised absences may have their place reallocated to a pupil on the waiting list.

Will the school review the new system?

Absolutely.

As with any significant change, there have been lessons to learn. We recognise that some aspects of the new process have required further clarification, and we are grateful to parents and pupils who have provided constructive feedback.

We will continue to review participation levels, attendance, waiting lists and feedback throughout the term as we work towards the best balance between flexibility, fairness, safeguarding and providing the widest possible range of opportunities for pupils.

Thank you for your support,

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