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 **POLICY STATEMENT**

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| Policy | Extra lessons policy |
| OFSTED Standard No |  |
| School Department  | Teaching, Learning and assessment  |

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| Date Written | 6th April 2017 |
| Written by | G Sutton |
| Approved by | G Sutton |
| Date of Approval | 6th April 2017 |
| Next major review date | 6th April 2018 |
| Location and disseminations | A copy of the policy can be found, in the school admin office and on the school website.  |
| The context of the policy and its relationship to other policies  | This policy should be considered in conjunction with other written policies on behaviour, health and safety, medicines, school visits, child protection and safeguarding. |

Extra Lessons Policy

Due to the nature of our school and the complexity of the enrichment programme we often have to take scholars out of timetabled classes to do extra (recoverable) classes.

These classes include:

* Music lessons
* Horse Riding
* Language lessons
* SEN Lessons

In order to allow for maximum teacher time for academic classes the following criteria must be met by the departments organising Extra Lessons.

* Every extra lesson must have the accompanying documentation
	+ White sheets
	+ Permission forms
* Every Extra Lesson (often called Peri) must be timetabled at a different time each week to avoid the scholar missing the same lesson every time.
* Scholars must not choose the time of the lesson- thus avoiding a least favourite subject. (i.e PE)
* Some Core subjects must be protected and therefore NO Extra lessons will take place at the same time as:
* GCSE English
* GCSE Maths
* GCSE Science
* Lessons missed must be made up by attending Access time
* All Prep classes must be respected, so No extra lessons in Prep (with the exception of Forms 1-3)
* Extra lessons must be timetabled, in so far as they can, in times outside the lesson times starting with:
* 8:30-9:00
* Free periods
* Lunch times and break times
* 5-5:40- (Buses home leave at this time)
* 5:30-6:00
* Saturday Am (where possible)
* Any 6th Form Scholar must do the Extra lesson in Study periods. They must never be scheduled in timetabled lessons – unless they have express permission of the Head of Department and the Subject Advisor of the class due to be missed.