GORDON'S SCHOOL

SCHOOL REPRESENTATION AND COMMITMENT TO SCHOOL ACTIVITIES POLICY

The core principle that guides everything we do is **Putting Students First.**

1. Definition

School representation includes sports fixtures and events, public performances and appearances, non-compulsory school trips, performances in creative arts, or any occasion when a student could be associated directly with the school.

2. The School's Commitment

- Ensure students are safe.
- Provide the resources, opportunities and time for students to discover and develop their talents and interests.
- Ensure students are engaged, appropriately challenged and know how to improve.

3. A Student's Commitment

A. Regular high attendance and an attitude to learn and improve
B. Bring the correct equipment and kit
C. Commit to representing the school, if selected and give 100%.

4. Expectations & Commitment for All

a. **At all times students, parents and staff are expected to be courteous, diligent, enthusiastic, resilient and act with integrity (see appendix 1).**
b. All students Y7-11 are expected to represent the school, if selected, in sport **in the major sport of that term** unless permission has been granted by the head of sport. In such cases, students are expected to represent the school in another sport or activity e.g. debating, MUN, chess.
c. Commitment should be to the school first, ahead of local clubs or other activities. This includes a commitment to training / preparation / rehearsal sessions on specified days for P7, including Saturday and being available to represent the school as and when required.
d. One-off absences will not be granted, apart from for exceptional circumstances at the discretion of the Director of Co-Curricular. It is essential that the activity leader is informed before the absence occurs.
e. In instances where a student is selected to play for more than one school team and it is neither reasonable nor possible for the student to represent both teams, the Director of Co-Curricular will decide, in consultation with the student, which team takes priority. Where there is a clash with another co-curricular activity the Director of Co-Curricular will make the final decision in consultation with relevant parties.
f. Training will be scheduled, and teams will be selected on the basis of a student's sex, not gender, to allow fair opportunities for students in the major sports. We endeavour to ensure that opportunities to participate recreationally are available in all sports through the P7 co-curricular programme. Where a student plays to county or above standard they might be allowed to represent a team of the opposite sex, if this was to benefit their performance and progress.
g. Y11 and Y13 students are expected to represent the school, when asked, up until their exam period.
h. Where conduct falls short of the school's expectations, potential sanctions could also result in a suspension in representation. The duration of this will be determined by SLT based on the severity of the incident.
i. It is the responsibility of the student to inform their coach, and head of sport, to explain any absence. Head of sport emails are on the website. Failing to do so could result in a sanction.

5. Out of School Activities

Gordon's is too small a school to lose our best students to out of school activities. With the exception of county, regional or national level representation students **should not** expect to be released from training / rehearsals and representing the school for an alternative activity.

All requests should be made in writing to the Co-Curricular Coordinator at least 24 hours in advance. HWard@gordons.school

Representation at a County level in Sport

a. **As a student of Gordon's School selected for County trials or a County team, commitment should still be to the school team unless there is a date clash.**
b. Parents **and** students are requested to contact the relevant Head of Sport informing them of any date clashes, discussing whether any negotiation is possible, particularly for key school fixtures (such as County Cup competitions). All reasonable attempts should be made to ensure a student can play for the school when required. Gordon's School recognises the fact that on occasions County commitments may have to take priority.
c. Sports coaches will notify parents **and** students regarding dates if Gordon's School teams qualify for further rounds in a competition, with sufficient notice whenever possible.

6. Representation at a Regional/International level in Sport

a. Gordon's School acknowledges the time, pressures and commitment required to be successful at this level and will fully support students/students in their sports representation.
b. Dates for training/competition at this level are to be given to the relevant sports coach in advance and the athlete will represent the school whenever possible.

On occasions it may be appropriate to discuss the individual circumstances for temporary absence from school team commitments. In this case please contact the relevant Head of Sport or lead coach to discuss the situation. Decisions made will be at the discretion of the school in liaison with parents.

7. Missing lessons / school

Academics matter and every effort is made to ensure that training, rehearsals, activities, fixtures and competitions do not thoughtlessly cut across lessons. Friendly sports fixtures, or those where the school can control the time of the fixture/event, will not be scheduled during the academic school day (Periods 1-6). The only exception to this is where sports fixtures are scheduled in a timetabled games afternoon (Period 6-8 in relevant year groups).

However, the timing of many fixtures and events are not dictated by school and in these instances the following rubric applies:

Representation (on-site or off-site)	**Lessons**
1. Competitive fixtures/creative arts events	Students will be allowed to miss lessons if the time of the fixture/event demands that they need to leave before 3.35.
2. External event e.g. club tour/event, individual tournament, national championships.	Parents should seek permission to be absent from school (including Saturday school) from the Director of Co-Curricular

In the case of number 1 above, the Head of Sport/activity or teacher in charge is responsible for communicating the names of students scheduled to miss lessons to the wider staff body **at least 48 hours in advance.** This should be done by adding the full list of students to the 'Students Missing Lessons' list in SharePoint, the link for which is at the bottom of the 3pm Bulletin.

Where a member of staff is concerned about a student's absence for a fixture or event e.g. they are significantly behind in their work or the lesson to be missed is critical and cannot be rescheduled, then the member of staff or parent should raise these concerns with the Director of Co-Curricular **in good time, with clear reasons/evidence**. See Number 8. below for more details.

Last minute concerns should be avoided wherever possible as they jeopardise the school's chances of performing well and may, in some cases, result in the School having to withdraw from the event altogether, disappointing all other students involved and potentially our ability to re-enter in the future.

When lessons are missed, it is the responsibility of the Student to catch up on any set work. A reasonable timescale will be set by the teacher. Where meeting such a deadline is not possible, the student should alert the teacher as soon as practically possible.

8. Effort Grades

Students that are underperforming in academics risk being removed from the team and/or not allowed to attend a specific fixture/event.

Where students have an Effort Grade 4 or more, or where there are concerns about the completion of NEA coursework, staff may request that the student be removed from representing the school until such time that their effort improves or their NEA coursework is completed to a satisfactory level. If Effort is the deciding factor in removing a student from representation, this will be monitored and reviewed weekly.

Should a member of staff wish to enact the above, they will need to do so in consultation with the Director of Co-Curricular and the Deputy Head Curriculum.

9. Clinics

Year 11 clinics predominantly take place at lunch time.

Sport and co-curricular activities take priority during Period 7, games afternoons and Saturday mornings. In the event that an academic subject needs a student to attend a clinic or other academic event this must be decided, in consultation with the Director of Co-Curricular and the Deputy Head Curriculum.

10. Inter-House competitions

Inter-House competitions take precedent over training / rehearsals and non-competitive events e.g. friendlies.

11. Attire and Appearance

Students whose appearance does not comply with the School Uniform & Appearance Policy may be excluded from representing the school. This includes extreme haircuts which are referred by HoH to Assistant Head (Pastoral).

Students who fail to wear appropriate attire before a fixture or activity may be excluded from that fixture or activity. **Students who attempt to travel to a fixture or activity without the expected attire will not travel.**

Specific Examples: The wearing crocs, slip on shoes or non-trainers /legacy Gordon's uniform /non-branded Jackets. Correct travelling attire - branded 'cloak' jackets - will be provided when needed.

12. Behaviour

As a school, we have high expectations of student behaviour and conduct. This applies to all curricular and co-curricular activities.

Where a student's behaviour has consistently fallen short of the school's expectations, or a significant behaviour related incident has occurred, the decision may be taken to withdraw a student from representing the school. The proportionality/longevity of withdrawal will be decided by the Director of Co-Curricular and the Deputy Head Pastoral.

Additionally, where sanctions conflict with a specific fixture/event, the sanction will take precedence.

When any of the above is enacted, both student and parent will be informed with as much notice as possible.

13. Sixth Form

As role models in the school community, it is expected that our most talented students will support the school and be willing show commitment to develop Gordon's School. Y12 and Y13 students are expected to represent the school in sport or any co-curricular activity. Students in receipt of a Gordonian Award or a sports or creative arts scholarship may have their awards reviewed for non-participation.

14. Annual prizes, Colours, Sixth Form Scholarships and Gordonian Awards

These awards are open to students who have done all of the above and have consistently prioritised playing / performing for the school.

15. Special Note

If there is a need for a student to play a specific fixture for the year above, in any sport, they can play up **by 1 year**, in any sport. For any variation in the '**1 year policy**', The Heads of Sport must first seek permission from the Director of Co-Curricular outlining the reason why no other students from the appropriate years are available. If approved, written permission from the parents must also be granted.

Where are a student is unable to attend academic lessons prior to a fixture, they are not allowed to participate for the school in the same afternoon. Specifically, if a student is absent until 1100am, then they are not allowed to represent the school in the afternoon.

Appendix I

ACE Academic Policy

Rugby ACE League Students

The Rugby ACE league is the top level of Schoolboy Rugby and Gordon's School will be entering the 1st XV Rugby team. This will consist of both HPP and non HPP students.

Students who are involved in the Rugby ACE squad will miss the majority of lessons on 5 Wednesdays in the Autumn Term for away fixtures. There will typically be 10 scheduled league fixtures across the Autumn term.

When lessons are missed, it is the responsibility of the student to catch up on any set work. A reasonable timescale will be set by the teacher. Where this is not possible, the student should alert the teacher as soon as practically possible. If a student fails to complete the work missed and/or misses other subject deadlines, then the HoD should raise this with the Head of Rugby (copying in the Director of Co-Curricular). Any concerns should be reported to the Head of Rugby by the Monday before the Wednesday fixture, thereby giving enough time for concerns to be resolved.
In the event of a repeat offence a member of SLT must be notified and the students is at risk of being withdrawn from the fixture.

Team sheets will be uploaded to the SOCS website 48hours before the fixture.

Signed Harlequins……...

Position at Harlequins…….

Signed Gordon's School…….

Position at Gordon's School……

Mr R Rowlands
Director Co-Curricular

June 2026

CODE OF CONDUCT

At Gordon's School, we ask parents, supporters and any others who attend with them to:

RESPECT
TREAT EVERYONE FAIRLY

ENCOURAGE
TEAMWORK, DISCIPLINE AND EFFORT

SPORTSMANSHIP
NO SWEARING OR ABUSIVE LANGUAGE AT ANY TIME

PITCHES
DON'T ENCROACH ON THE PLAYING AREA

ENVIRONMENT
LEAVE THE SITE AS YOU FIND IT

CONDUCT
BE COURTEOUS AT ALL TIMES

TRUST
ACCEPT DECISIONS MADE BY STAFF AND OFFICIALS

If a parent, guardian or guest has any issue concerning sport at Gordon's School, please e-mail the Director of Sport at jharrison@gordons.school