

Policy for the Development of Co-Scholastic Activities

1. Purpose

The purpose of this policy is to establish a structured framework for the planning, implementation, and evaluation of co-scholastic activities at GD Goenka Global School. The policy aims to ensure holistic development of learners by promoting creativity, leadership, collaboration, and well-being through diverse co-scholastic programmes.

2. Scope

This policy applies to all students, faculty members, and activity coordinators involved in the design and delivery of co-scholastic programmes, including but not limited to:

- Sports and Physical Education
- Performing and Visual Arts
- Clubs
- Community Outreach and Service
- Life Skills and Wellness Programmes
- Competitions-Intra-School and Inter-School

3. Objectives

- To nurture well-rounded individuals through balanced exposure to academic and co-scholastic domains.
- To provide opportunities for students to discover and develop their interests, talents, and leadership potential.
- To promote teamwork, discipline, and social responsibility.
- To integrate co-scholastic activities with the IB learner Profiles.
- To establish a transparent system for planning, execution, assessment, and recognition of co-scholastic achievements.

4. Guiding Principles

1. **Inclusivity:** All students will have equal access to participate in a wide range of co-scholastic activities.
2. **Balance:** Activities will be designed to complement academic learning, not compete with it.
3. **Skill Development:** Focus will be on building core life skills — communication, collaboration, critical thinking, and creativity.
4. **Student Voice:** Students will be encouraged to participate in the planning and organization of events and clubs.
5. **Community Connection:** Activities will promote empathy, citizenship, and community engagement.

5. Implementation Framework

5.1 Planning

- A **Co-Scholastic Committee** comprising the Principal, Academic Coordinators, Activity Coordinators, Department heads will prepare an **Annual Co-Scholastic Calendar**.

- The calendar will align with the academic schedule to ensure optimal participation and time management.

5.2 Activity Structure

- **Clubs:** Each student is a part of Enrichment and Agentic Club
- **Sports:** Regular training and competitions will be organized as a part of Saturday Club
- **Community Service:** Students will engage in age-appropriate service projects promoting social awareness.
- **Special Events:** Events such as Assemblies, Art Exhibition, Sports Day, Tech Fest, Inter-School Competitions and will showcase student learning beyond academics.

5.3 Supervision and Training

- Faculty mentors will guide students and monitor participation.
- External experts or coaches may be invited for specialized training.
- Regular professional development will be provided to staff for effective facilitation.

6. Evaluation and Recognition

- Student participation and performance in co-scholastic areas will be recorded and reflected in the holistic report card.
- Evaluation will be based on indicators such as participation, teamwork, initiative, creativity, and leadership.
- Annual awards will recognize excellence in co-scholastic domains

7. Monitoring and Review

- The Co-Scholastic Committee will conduct periodic reviews and gather feedback from students, parents, and faculty.
- Data on participation and outcomes will be analyzed annually to enhance programme effectiveness.
- Policy revisions will be made based on evolving student needs and educational best practices.

8. Conclusion

Through a well-structured co-scholastic development policy, GD Goenka Global School reaffirms its commitment to nurturing balanced, confident, and compassionate learners prepared for life beyond the classroom.

Standard Operating Procedure (SOP)

1. Purpose

To outline clear procedures for the planning, execution, monitoring, and evaluation of co-scholastic activities in alignment with the school's vision of holistic education and the Co-Scholastic Policy.

2. Scope

This SOP applies to all teachers, coordinators, students, and external facilitators engaged in the co-scholastic programme, including sports, clubs, performing and visual arts, community service, and wellness activities.

3. Roles and Responsibilities

Role	Responsibility
Principal	Provides strategic direction, approves the annual co-scholastic calendar, and ensures adequate resources.
Co-Scholastic Committee	Plans, coordinates, and monitors all activities; reviews progress quarterly.
Activity/Club Coordinators	Execute activities, maintain attendance, monitor participation, and submit reports.
Teachers/Mentors	Support student participation, encourage balanced engagement, and provide feedback.
Students	Participate actively, demonstrate teamwork, and uphold school values.
Admin Department	Manage logistics, procurement of materials, and scheduling of venues.

4. Procedure

Step 1: Annual Planning

- The Co-Scholastic Committee will meet in March/April each year to draft the Annual Co-Scholastic Calendar for the next academic session.
- The calendar must include:
 - Club periods and activities
 - Intra-School competitions
 - Annual events (Sports Day, Tech Fest, etc.)
 - Community service projects
- The draft will be reviewed and approved by the **Principal** before the start of the session.

Step 2: Formation of Clubs and Teams

- Clubs will be introduced to students in the first month of the academic year.
- Each club will elect a **Student Secretary and Deputy Secretary** to promote student leadership.
- Sports teams will be formed through tryouts and fitness assessments coordinated by the PE Department.

Step 3: Implementation of Activities

- Each club and co-scholastic area will conduct regular sessions (weekly or biweekly).
- Coordinators will maintain:
 - Attendance records
 - Activity logs (objectives, outcomes, participation)
 - Photographic evidence/documentation for school records
- Intra-School and inter-school competitions will be organized as per the approved calendar.
- All events must be conducted under staff supervision and follow school safety protocols.

Step 4: Integration with Academics

- Wherever possible, co-scholastic activities should link with classroom learning and IB Learner Profiles
 - *Example:* Environmental Club projects align with Science curriculum; Debating Club supports English learning outcomes.
- Class teachers and subject heads will coordinate to avoid schedule conflicts.

Step 5: Documentation

- Each term, student participation and performance will be documented.
- Coordinators will submit term-wise **Co-Scholastic Reports** to the Committee.
- Records will be maintained in the school's digital management system .

Step 6: Recognition and Motivation

- Certificates, medals, and awards will be presented during the **Annual Awards Ceremony** to recognize outstanding achievement and participation.
- Appreciation letters may also be issued for consistent contribution and leadership.

Step 7: Monitoring and Review

- The Co-Scholastic Committee will conduct a **quarterly review meeting** to evaluate progress and address challenges.
- **Feedback mechanisms:**
 - Student reflection forms
 - Parent feedback during PTMs
 - Staff review reports
- An **Annual Report on Co-Scholastic Activities** will be submitted to the Principal highlighting participation data, achievements, and improvement areas.

5. Documentation and Records

Document	Maintained By	Frequency/Review
Annual Co-Scholastic Calendar	Committee	Annually
Club Attendance and Activity Log	Club Coordinators	Weekly
Student Evaluation Rubrics	Class Teachers	Term-wise
Event Reports and Photographs	Activity In-Charge	As conducted
Annual Review Report	Committee	End of Session

6. Safety and Compliance

- All activities will adhere to school safety protocols and child protection guidelines.
- Consent from parents will be obtained for any off-campus or overnight events.
- Medical aid and supervision will be available during all physical activities.

7. Review and Revision

This SOP will be reviewed annually by the Co-Scholastic Committee in consultation with the Principal to ensure relevance and alignment with the evolving needs of students and school policy.

8. Conclusion

This SOP operationalizes the Co-Scholastic Policy by providing a clear, systematic process to ensure that every GD Goenka Global School learner receives meaningful, balanced, and enriching co-scholastic experiences.

Approved by:

Signature of HOS

Date: