



Ripponden J&I School **School Events Policy** **December 2025 – to be reviewed December 2027**

School events are an important part of our community. They enrich pupils' learning, build relationships, and provide opportunities for celebration and enjoyment. This policy outlines how events are planned and delivered at our school, and how decisions are made to ensure they are safe, inclusive, and purposeful.

1. Purpose of School Events

Our events are designed to:

- Support the curriculum and extend pupils' learning
- Strengthen the sense of school community
- Provide opportunities for pupils to develop confidence, teamwork, and responsibility
- Celebrate achievements and milestones

Events may include performances, assemblies, sports days, trips, fairs, fundraising activities, and other school-led community events.

2. Planning and Organisation

All events are planned by school staff under the guidance of the Senior Leadership Team. When planning events, we consider:

- Educational value
- Safeguarding and health-and-safety requirements
- Availability of staff
- Inclusion and accessibility for all pupils
- Overall school calendar and workload

Events are only confirmed once all requirements have been assessed and approved.

3. Communication with Parents

We aim to give parents and carers as much notice as possible for upcoming events. Details will be shared through our usual communication channels, such as annual calendar of events, newsletters, emails, the school website, Facebook and Class Dojo notifications.

Some events may require shorter notice when circumstances outside our control arise (e.g., weather, staffing changes). We appreciate your understanding when this occurs.

4. Attendance and Participation

We encourage all pupils to take part in school events. Where attendance is optional, or where numbers must be limited, we will explain this clearly in advance.

For off-site events, including trips, written parental consent is required. Without consent, pupils will remain in school and will be provided with alternative activities.

For special events, such as performances and leavers' assembly, where we anticipate a larger audience, we will offer two tickets per child, and these should be requested on return of a slip. It is up to the child's parents to determine who will attend.

If a family feels that their circumstances involve more than two parents, they should contact the School Office and request to be placed on a waiting list for tickets, should other families not take up the allocation of two seats. Any additional tickets, up to a maximum of 2 – will be made available in the order requests were received onto the waiting list.

For some events, including but not limited to the Leavers' Assembly and Grandparents Around the Christmas Tree, they have specific target audiences and no exceptions will be made. For Leavers' Assembly, this is parents only and for Grandparents Around the Christmas Tree, this is grandparents only.

5. Safeguarding and Safety

The safety and wellbeing of pupils is always our priority. For every event, we ensure:

- Appropriate staff supervision
- Risk assessments are completed and reviewed
- Medical and dietary needs are considered
- Emergency procedures are in place

If an event becomes unsafe due to weather, illness, staffing, or other unforeseen issues, we may need to postpone or cancel at short notice.

In addition to this, fire safety regulations dictate capacity of different spaces in school. These limit how many people we can have in the hall.

6. Behaviour and Conduct

All pupils are expected to follow school behaviour expectations at events, both on-site and off-site. If a pupil's behaviour poses a risk to themselves or others, we may

make alternative arrangements for their involvement or withdraw participation if necessary.

Parent's behaviour when attending school events must also be of a high standard. Where this falls short, parents will be asked to leave the premises. Ripponden J&I School does not tolerate abusive or aggressive behaviour towards its staff.

7. Complaints or Concerns

We welcome constructive feedback about school events. However, decisions related to the organisation, planning, staffing, safety, or running of an event must prioritise the needs of all pupils, safety and the efficient operation of the school.

8. Final Decision

While we listen to the views of parents and carers, **the final decision regarding the planning, organisation, timing, and delivery of school events rests with the Headteacher**. This ensures that decisions are made in the best interests and safety of pupils, staff, and the wider school community.

Conclusion

We are grateful for the support of parents and carers in making our events successful and enjoyable. Working together helps us create memorable and meaningful experiences for all children.