



Warwick Academy

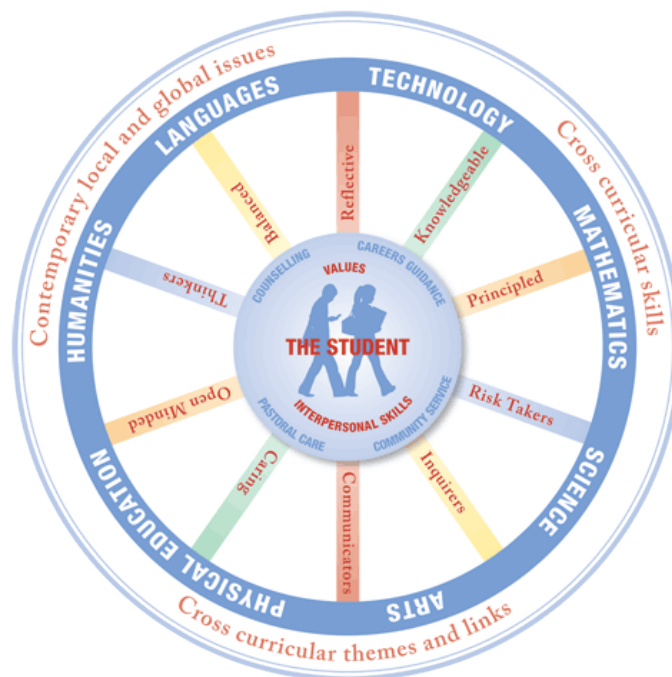
'so much more than a place to learn'

Service Learning Policy

MISSION STATEMENT

Building on centuries of excellence, we provide an international educational environment designed for our diverse student body. Our innovative curriculum is delivered with a commitment to personalised pastoral care and enhanced by a dynamic co-curricular programme. We strive to create a culture of collaboration so that our students can become lifelong learners, global thinkers and successful leaders.

CURRICULUM MODEL



NOTES

Dated: Dec 2025

To be reviewed: Dec 2026

Staff involved: Service-learning coordinator. SMT

At Warwick Academy, we believe that service learning is an essential component of a well-rounded education. As part of our ongoing commitment to character education, all students in Years 7–12 are required to complete community service hours each academic year. Service learning occurs in many different ways throughout school and home life, and service provided within the community. The community hours will be recorded by the student. This will be on the school console. Each student will be able to go onto the console to fill in their hours and their answers to reflective questions. This is to make it more streamlined for the school but also to allow the students to have one place to record their actions.

Community Service Hours Requirements

Year 7: 10 hours

Years 8 and 9: 15 hours

Years 10 and 11: 20 hours

Year 12 (Non-IB Diploma): 25 hours

These hours can be counted from **June 2nd to May 31st** of the following year and will count towards the school year the student will be in on September 1st. This means that any community hours worked during the summer can count towards the student's next year. Year 7s can start their hours on September 1st when they join Year 7.

All hours and corresponding reflections must be submitted on the console by **June 1st** in order to be considered for Honours awards for that academic year.

Year 11 students must submit their hours by the **first school day of the summer term** to be considered for Honours awards.

Recording and Verifying Community Service Hours

Students must log their community service hours on the console immediately after completing each activity. When all hours for the activities have been entered, they require verification from an approved supervisor. Verification is obtained through an email sent directly to the approver, so students must ensure they have the correct approver's email address before beginning any activity. Only one email should be sent at the end of an activity to verify the hours completed.

Verification Guidelines

Key Stage 3 (KS3)

For safety and verification purposes, KS3 parents may approve community service hours only if they personally participated in the activity with their child. KS3 students should not engage in service activities on their own for safety reasons.

Key Stage 4 and Sixth Form

Students are strongly encouraged to obtain verification from a non-family member, especially when activities contribute toward Honours awards requirements.

Reflection questions

The system also includes required responses to reflection questions, which must be completed for each activity.

The following are the reflections questions:

1. Briefly explain the activity/activities you took part in.
2. Did you work alone or with others?
3. What skills did you enhance during your experience(s)?
4. What was your favourite activity? Why?
5. What did you learn about your strengths and weaknesses when completing your community service?
6. Did any community service relate to global awareness? How?

Encouraging Meaningful and Varied Service

We encourage students to take part in a wide range of service both within and outside of school, particularly activities that challenge them to step outside their comfort zone. This variety is especially important for students aiming to achieve Honours recognition.

Examples of appropriate service learning include, but are not limited to:

- Painting set pieces for the Warwick Academy school play
- Volunteering at community organisations such as BUEI, Red Cross, BAMZ, Bermuda National Trust, SPCA, KBB, WindReach and others
- Volunteering at international sporting events
- Participating in or helping with charity walks and tag days
- Visiting seniors or helping at places of worship

Opportunities will be posted regularly on Microsoft Teams, and students are also encouraged to find their own activities.

Enrichment Programme Hours

Service learning activities completed through the school's enrichment programmes or co-curricular activities (e.g., Leo Club, Natural History Club) will only be eligible for community service hours when they take place **outside of school if during the school day or if it is outside of a regular school day** (8:15-3:30). For example, hours spent participating in a tag day on a Saturday may be counted or, if on a Thursday during period 7 and 8, the club goes to a KBB clean up out of school; however, time spent

attending the Thursday club session when they are just talking about an event or participating in activities such as preparing candygrams during lunch does **not** qualify for community service hours. Time spent engaged in the Community Action Project for Global Citizenship will not be included in community service hours.

Honours Awards Criteria

To qualify for Honours for Community Service, students must complete at least double the required hours and demonstrate:

- A variety of activities
- A willingness to step out of their comfort zone
- Thoughtful, high-quality reflection responses

Minimum required hours for Honours for Community Service:

Year 12: **50 hours**

Years 10 and 11: **40 hours**

Years 8 and 9: **30 hours**

Year 7: **20 hours**

Sixth Form: Years 12 and 13 Requirements

IB Diploma students fulfil their service requirement through CAS (Creativity, Activity, Service), completing three to four hours per week from September of Year 12 to March of Year 13. Continuous reflection and documentation are required to meet the IB Diploma criteria. This is recorded on Managebac, so the students do not need to fill in the form on the console.

All other Sixth Form students must record community service hours on the console and complete **25 hours in Year 12** and **25 hours in Year 13**.