

Extra-Curricular Activities Policy 2021 – 2022



مدرسة جيمس متروبول
GEMS Metropole School
MOTOR CITY

Approved by:	Mr. Naveed Iqbal
Date of review:	September 2021
Next review date:	September 2022

EXTRA-CURRICULAR ACTIVITIES POLICY

1. Introduction

- Extra-curricular activities (sometimes referred to as clubs) are provided by the school and external providers as optional enrichment opportunities for our students and shouldn't be seen as an alternative to wrap around care or an extension to school lessons. We endeavor to provide as many activities for as many children as possible, however, availability of staff and space mean that there is a limit to activities on offer.
- Each term, prior to the start dates for extra-curricular activities, parents will be sent two documents regarding the clubs on offer, 'Overview of Clubs by Day' and 'About the Clubs'. Following these documents, parents will also receive a Sign up Form. Parents should always discuss with their children their choices for activities.

2. Aims

- To provide a rich selection of age appropriate extra-curricular activities.
- To make clear our fair and transparent process for the allocation and running of extra-curricular activities.
- To ensure extra-curricular activities are run in line with normal school expectations for supervision and care

3. Allocation of places in extra-curricular activities:

- Places in activities are allocated taking various factors in to account.
- Places in activities are largely allocated on a first come, first served basis. We base this on the time the form is received. However, we do also take into consideration how many first choices a child has already been given and whether a child has already participated in the activity during the previous term.
- Always see the 'Notes' section of the 'About the Clubs' document for any variations on how places will be determined in a particular club.
- Please see point 5 for how places are allocated in over-subscribed and heavily over-subscribed activities.
- All clubs will have a nominal fee which will be paid to Accounts by the parent.

4. Procedure when a child is not allocated their first choice:

- Any child who does not receive their first choice will be offered their 2nd or 3rd choice, if available. For this reason, if it is important for your child to have a club on a particular day, please indicate as many choices as possible.

5. Over-subscribed activities and waitlists:

- If an activity is over-subscribed, consideration will be taken as to whether that is the only activity for which a child has applied. If so, they will be given priority over a child with other activities.
- When activities are heavily over-subscribed and there are not enough differentiating factors (such as choosing other activities as first choices), we will then allocate places based on the time the forms were received and payment made.

6. Under-subscribed clubs

- MTS reserves the right to cancel any activity which is heavily under-subscribed. In these cases, children will be offered their 2nd or 3rd choice, if available.

7. Late sign up forms

- Sign up forms received after the cut-off date will be processed after those received during the sign up period.
- Once the initial activity lists have been put together, late forms will be considered for any activity with remaining spaces.

8. Payments, refunds and cancellations

- For extra-curricular activities which are run by the school, the costs cover staffing expenses and are kept to a minimum. The overall programme is designed to break even.
- Once a child has been enrolled in an activity and their place has been confirmed, refunds are not available for cancelling their place, as staffing has already been allocated.
- Parents should notify the Office if their child will no longer be attending any chosen activity.
- There will be no refunds for missed sessions due to child illness or holidays.
- Extra-curricular activities are paid for by invoice.
- Please note that the final cost for an activity takes into account any cancelled sessions due to the school calendar.

9. Attendance

- Children should attend activities each week they are run, unless absent from school.
- If, due to exceptional circumstances, a child will miss a session, parents should ensure the activity leader is informed.

10. Getting to school led activities

- Children need to go directly to their activity after class.

11. Pick up from school led activities

- At MTS, children should be picked up at the designated area after the club ends promptly.

12. Late pick up

- The Office at the relevant site should be informed as soon as possible if you will not arrive on time for pick up. If the Office has not been informed or there is no Office staff member on site to take the phone call, the activity leader will contact the parent by phone.
- The student will remain in the care of the school until pick up.
- If late pick up, without there being exceptional circumstances, becomes a regular issue, the child's place in the club will be forfeited without refund.
- Staff members have their own personal commitments outside of work. It is therefore imperative that pick up times are strictly adhered to.

13. Attending After School Care at ISCS following School led activities (EYFS)

- After School Care (ASC) is available on selected days (contact school for details). • ASC is available on a regular basis or as a drop in session after activities.

- If a child is attending ASC after a school led activity, the staff member running the activity will take them to ASC.
- If you require a drop in session, please inform the Office by 14.00 on the required day.
- To sign up for ASC on a regular basis, complete and return an After School Care Sign up Form to the Office and make payment of AED 500 per month..
- On days that a child attends ASC after a school led activity, the cost of the session will be AED 500 per month. Signed up will be for regular sessions and by invoice, the full session fee will be charged for days before and after the activities begin for the term.

14. Cancelled sessions of activities

- If a staff member is not able to run an activity due to illness or other exceptional circumstances, the school will aim to have the activity covered by another member of staff.
- If there is not a staff member available to cover the activity, parents will be informed and asked to pick up their child at the normal time.
- Parents will have the option to send their child to ASC in place of the activity if they are not able to be there pick up at the normal time. In these cases, the charge will be AED 500 per month from 12:30pm until 3:30pm.
- Any missed sessions will be made up at the end of the term.

15. Behavior when attending activities

- Children are expected to behave in an appropriate manner when attending activities. Parents will be informed of any inappropriate behavior with the child receiving a warning regarding future conduct.
- In exceptional circumstances of repetitive or extreme inappropriate behavior, school reserves the right to request that the child no longer attends activities, either for a set time or for the remaining sessions. In such cases, there will be no refund for any missed sessions.

EXTERNAL PROVIDERS

16. Introduction

- External providers should be seen in the same way as a local football club or dance school. They are independent businesses who use the school as a venue to hold their lessons or clubs. Using MTS as their venue means we are able to send children directly from class to the activity or lesson.
- Before activities begin for the term, external providers will provide the school with a list of children who will be attending their activity or lessons.
- When your child attends a club run by an external provider they are seen to be in the care of the provider until the child is handed back to the parent/caregiver or After School Care (if prearranged at the MTS).

17. Security and child protection

- The school requires police checks from all external providers each school year.
- If the school does not have a valid police check on file before the activities begin, parents will be informed and the activity will not begin until a valid police check has been received
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- All external providers should also wear an External Provider ID card on a MTS lanyard while on the school premises.

18. Payment

- External providers set their own fees, which should be reasonable.
- Payment for external activities will be organized independently by the provider.

19. Getting to external activities

- The school will receive a list from external providers with the names of children enrolled in each external activity.
- Children will be sent to their external activity directly after school, as with school led activities.
- All external activities take place on the school premises.
- If an external activity will take place outside of the dates when school led activities are running, parents should inform the class teacher to ensure that the child is sent to their activity at the end of the school day.

20. Later start times for external activities and individual music lessons

- If your child's activity or individual lesson does not begin directly after school, there will be no supervision provided by the school until the activity or lesson begins.
- It is the responsibility of the parent to ensure that the child is supervised until the activity or lesson begins. This can, in some cases, be arranged with the external provider.
- The chosen solution for supervision should be clearly communicated to the child's class teacher and the Office.
- At MTS, After School Care is available on certain days and children can attend before and/or after their activity at the normal rate.
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21. Attendance

- If a child will not be attending their external activity on a particular day, parents should communicate this directly with the provider.
- If the child will be in school that day but will not attend their activity after school, parents should also inform the child's class teacher and the Office.

22. Pick up from external activities

- Pick up times and locations vary for external activities. Please confirm this directly with the provider.
- Avoid arranging pick up inside the school building.

23. Late pick up from external activities

- If you will be late to pick up your child from an external club, the provider should be informed directly.
- Please ensure that you have a contact number for the provider that you are able to use during the times your child is in their care.
- If you are late to pick up your child from an external club, your child will not be handed back to the school or be taken to after school care. Your child will remain the responsibility of the provider and the situation will be handled as per the provider's own individual policy.

24. Emergency contact

- Please ensure that the external provider has your contact details for use in case of emergency.

- We cannot guarantee that there will be a staff member on the school premises who will have access to your details in case of an emergency.

25. Ongoing medical conditions and children who require medication

- If your child has an ongoing medical condition or requires any medication, be sure to inform the provider and ensure that they have any necessary medication available to them.
- We cannot guarantee that there will be a staff member on the school premises who will have access to, or be trained to, administer your child's medication.

26. After School Care and External Activities

- If your child is signed up for After School Care (ASC) after an external activity, you will need to arrange for the provider to take your child to ASC. We are not able to relieve a member of after school care staff to pick children up from external activities.
- If your child will attend a drop in session of ASC after attending an external activity, the Office should be informed by 14.00 on the required day. Parents should inform the provider directly.

27. School involvement in communication between parents and external providers

- The school does not provide any communication between parents and external providers.
- The school will only contact an external provider on behalf of parents, or become involved in provider/parent communication, in extreme cases.

28. If an external provider is late or does not arrive to run an activity

- If a provider is late or does not arrive at school to run the activity, parents will be contacted and required to collect the child.
- As in all other cases at MTS, when a child has not been collected by 14:40 they will be sent to After School Care for a drop in session which is at a cost of AED 50 per day, unless they are part of the monthly ASC.
- Parents should contact the provider directly for refunds for missed sessions or reimbursement for the cost of After School Care.

29. Cancelled sessions of external activities

- External providers are responsible to provide parents with a schedule for the activity and to inform parents of any cancelled sessions.
- If a child will attend After School Care in place of a cancelled activity, parents should inform the Office by 14.00 on the required day.

Policy Prepared by:

Date policy prepared:

Date of last review:

This Policy will be reviewed every 2 years.

Signed.....

Date.....