



# After School Activities Policy

*Updated February 2020*

At ISGR we aim to provide inclusive and engaging opportunities for children during after school hours through various clubs and activities. This allows children to further develop their social, emotional and educational skills. Together with the PTA, the school supports extra-curricular activities which vary year to year based on availability and interest.

## **Children will:**

- Learn and develop new interests, skills and talents.
- Develop the appreciation of the concept of fair play, team play, honest competition and good sportsmanship when attending sports clubs.
- Promote self-esteem through physical competence and/or learning new skills.
- Follow the activity rules and behavior expectations.

## **General Information:**

- All activity leaders have completed police checks and interviews by school leadership.
- The school aims to provide premises for groups of students to engage in after school activities.
- All activities are approved by school leadership and align with school values.
- Activities that are run by an outside organisation may incur a cost, however any costs are kept to a minimum.
- Places will be offered based on the club's suitability to the age group.
- Places will be given based on a queue system.
- Activities at the school can be held between 14:30-17:30.
- All students and activity leaders are covered under the school insurance while on school premises under the after school hours and agreement.
- After school activities are for ISGR students only.
- The language of instruction should be accessible for all students.

## **Parents/carers Responsibilities:**

- Parents/carers are responsible for their child's arrival and departure to and from after school activities.
- Parents/carers are responsible for notifying the activity leader if their child is absent from the activity.
- Parents/carers are responsible for taking up concerns or issues with the activity leader.
- Parents/carers are responsible for notifying PAL staff in writing if their child will leave PAL independently to attend an after school activity.

## **Activity Leader(s) Responsibilities:**

- The activity leader must report their arrival and sign in at reception. When the reception is closed, sign in and wear your badge at all times.
- The activity leader handles all administration, payment and registers.

The activity leader is responsible for a fair queue system, where students are eligible based on their application date to the activity.

The activity leader has the right to remove a student from the activity for safety reasons.

The activity leader has the right to remove a student from the activity if the activity rules are not followed.

The school is responsible for ensuring that all activity leaders are aware of the school emergency and administration requirements.

A register should be taken in order to monitor attendance and to ensure that all children are accounted for in the event of an emergency or fire alarm.

Parents/carers should be aware where and when to collect their children after the activity has finished.

Parents/carers should be given reasonable notice if the activity is canceled. (8:00 am on the day is the latest)

The activity leader is responsible for notifying parents to changes in the schedule or cancellation of the activity.

The activity leader is responsible for informing additional teachers of the routines and responsibilities.

The activity leader has to present a police record with their application.

### **School resources:**

The school does not allocate resources for after school activity.

After school activities must provide their own resources for example, instruments, sports gear, art supplies, computers etc...

### **Application to lead an after school activity:**

If you are interested in creating and leading an afterschool activity, complete the application form. The school leadership will review the application and allocate premises for the activity.

Applications can be accessed by request at the following email address: [isgrptaclubs@gmail.com](mailto:isgrptaclubs@gmail.com) and on the school website [www.isgr.se](http://www.isgr.se)

The following criteria will be used to assess the activity:

- Available premises
- Alignment to school values
- Complimentary to the school curriculum
- Student health and wellbeing
- Inclusive and equal accessibility

### **Advertising the activity:**

Upon approval, the activity leader should write an advertisement with all relevant information for sign up and submit to the following email address: [isgrptaclubs@gmail.com](mailto:isgrptaclubs@gmail.com)

The activity will then be advertised on the following communication channels in the following order:

- SchoolSoft/ManageBac
- ISGR Facebook Page
- PTA Facebook Page
- PTA blog