



MEF INTERNATIONAL SCHOOL AFTER SCHOOL ACTIVITIES PROCEDURE

STATEMENT OF AIM

To satisfy and nurture student interests and to provide opportunities for students to improve themselves and their abilities by challenging and inspiring them in the three areas of: Cultural, Academic and Sporting

RATIONALE

1. To provide opportunities for the students to socialize with peers in an English-medium environment.
2. To expose the students to a variety of activities offered outside the school day and curriculum.
3. To offer the students an opportunity to pursue an interest and experience fun while doing it.

PROCEDURE:

1. The number of activities offered are arranged each semester and/or year according to the needs and interests of the students, availability of facilities and qualified teachers.
2. There are varying numbers of students required per activity (minimum/maximum). These numbers are determined by the activity teachers and/or the administrator; if there are not enough students registered in the activity, the school reserves the right to cancel the activity.
3. Following the publication of the After School Activities Program, expressions of interest must be submitted by the deadline, and once an activity is deemed viable by the administrator then payment to confirm placement must be received by the next deadline.
4. After-School Activities are included in the tuition unless otherwise stipulated prior to registration.
5. In the event that a certain After School Activity requires a fee, this fee is non-refundable and non-transferable (to another activity), except in cases when the activity is canceled by the school.
6. When additional after school activity materials must be purchased by the families this is indicated in the After School Activities Program.
7. Enrolment in the after school activities program requires a commitment throughout the duration of the programme, there should be no more than two (2) absences.
8. Parents are responsible for the transportation of students at their own cost after the activities. Students will go to reception before going to their activity location.

Document History		
Date	Details	Responsible
February 2015	Policy created	Figen Sonmez
May 2022	Policy revised	Victoria Cerdas
October 2023	Policy revised	Jennifer Graham-Magill