

Extracurricular activity policy

1 General Provisions

- 1.1 Extracurricular is a short or long-term systematic and guided after school activity based on free will and formed to improve knowledge and skills. (Source: youth work strategy 2006-2013).
- 1.2 The purpose of extracurricular activities in Tallinn European School (hereinafter the school) is to provide diverse development for pupils, fulfil their free time, improve their knowledge, and develop their social skills and attitudes.
- 1.3 The school provides extracurricular activities at Nursery, Primary and Secondary school level.
- 1.4 All the extracurricular activity descriptions are available on the school website.
- 1.5 Extracurricular activities can take place within or outside the school premises.
- 1.6 Extracurricular activities are optional.
- 1.7 Group activities, as well as individual activities, shall be provided.
- 1.8 The group activity, unless stated differently, will be provided if there are at least five pupils who are interested in.
- 1.9 Extracurricular activities are paid by parents according to the schooling contract point 3.8.
- 1.10 All extracurricular fees are validated with director's order.
- 1.11 The agreement between the school and the provider is mandatory unless an exception is made by TES.

2 Provider

- 2.1 Extracurricular activities are offered by certified providers.
- 2.2 Every activity has its short activity plan: aims, description, expected outcomes, activity time, price, contact, and the short version of it is available on the school website.
- 2.3 The provider shall email detailed information about the activity (rules, cancellation, payment system, teaching method, aims etc.) at the beginning of the school year and to every new parent.

3 Communication

- 3.1 The Activity Manager of the school (Kaidi Ojasoo, kaidi.ojasoo@est.edu.ee, +372 735 0736) shall be coordinating the extracurricular activities.
- 3.2 The school is creating a mailing list (e.g. basketball@est.edu.ee) for each provider with all the parent's e-mails whose children are attending the activity.
- 3.3 Individual communication is between the provider and the parent.
- 3.4 Every time the activity is cancelled, or there are changes in the schedule the provider shall notify all the parents involved and the Activity Manager.
- 3.5 The parent should always inform the provider or the Activity Manager if the child cannot take part in a lesson (class trips, doctor's appointments, illness etc.).

4 Participation

- 4.1 The registration form shall be filled in during the first three weeks of September.
- 4.2 The registration form is on the school's website.
- 4.3 The first lesson in the extracurricular activity for group lessons only in September is free of charge for new applicants and/or the new activity. This does not apply to individual lessons.
- 4.4 The parent shall inform the Activity Manager or the provider if the child wants to join the activity.
- 4.5 If a Nursery and/or P1-P4 child joins without notification, he/she would be sent to wait in the Aftercare classroom. If the child does not go to the Aftercare, parents need to collect him/her after being contacted by phone.
- 4.6 If a child from P5-S7 joins without notification, he/she cannot take part in the activity.
- 4.7 If the pupil wants to try out the activity in the middle of the school year, the fee shall be half of the monthly activity fee if the pupil decides not to continue.
- 4.8 If the provider is absent the lesson shall be refunded.

5 Activity time

- 5.1 The school shall decide in conjunction with the provider when, where and how long the activity should be.
- 5.2 Activities for Nursery pupils shall take place between 16:00 and 18:00.
- 5.3 Activities for Primary shall take place between 15:15 and 18:00.
- 5.4 Activities for Secondary pupils shall take place between 16:00 and 19:00.
- 5.5 Individual lessons can be organised during the day in case pupil, provider and room are available.
- 5.6 Activities start during the second week of September.
- 5.7 Activities shall end during the last week of May.
- 5.8 There are no extracurricular activity lessons during the school breaks. The school breaks are validated each year with director's order and available on the school website (<https://tes.innove.ee/tesevents/>).
- 5.9 The event calendar shall be considered when planning the activities (<https://tes.innove.ee/tesevents/>).

6 Equipment

- 6.1 The school can provide only the equipment that is already in the school.
- 6.2 The provider shall facilitate with materials and inventory if additional equipment is required.

7 Outcome

- 7.1 Pupils shall have an opportunity to compete with other pupils from different schools, show their work at public exhibitions, or perform at concerts, if possible twice a year.
- 7.2 Pupils have an opportunity to perform in school events, for example, school concerts, Family Picnic, International Day, Fall Carnival etc.
- 7.3 If pupils do not want to perform, show their work at exhibitions, or compete, it shall be considered.
- 7.4 The provider shall organise performances and other activities taking place outside the school. The school shall help with publicity and awarding.
- 7.5 If the event takes place at school, the school can provide rooms.
- 7.6 Parents shall pay for participating in an event, if necessary (participation fees, extra clothing etc.)
- 7.7 The provider shall give parents an overview about the learning process at least once in a semester.

8 Fees

- 8.1 The provider sets up the fee in consultation with the school.
- 8.2 The school issues an invoice to parents at the beginning of the month but not later than the 10th day of the month.
- 8.3 Parents pay the fee to the school based on the invoice.
- 8.4 The school pays the provider.
- 8.5 Extra one-off costs may apply in the event that the provider should buy additional materials.
- 8.6 Extracurricular fees contain provider's fee, the school's general service costs and the costs of utilities.
- 8.7 The fee is reduced only if the child is absent at least half of the lessons in a month and the provider or activity manager have been informed. The reduced fee would be half of the monthly fee.
- 8.8 20% discount will be applied if there are 2 or more children from one family in one activity.

9 Quitting and joining activities

- 9.1 Children are entitled to join the activity throughout the year at the beginning of every month.
- 9.2 Parents have the right to withdraw their child from an activity by sending an email to the Activity Manager with two weeks' notice.
- 9.3 If a pupil cancels the group activity in the middle of the month, the whole fee will be asked.
- 9.4 Individual lessons will be stopped if the child has been absent at least 3 times in a term.
- 9.5 Only the first individual lesson cancelled more than twenty-four (24) hours advance notice will be refunded or rescheduled if a new slot is available per term. If the cancellation is within the 24-hour time frame the lesson will still be charged to the monthly invoice. No refund will be given for no-shows or tardiness.

9.6 Individual teachers shall inform the parents immediately if they will be charged for cancelled lesson.