

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 levels.
- 1.4 All the extracurricular activity descriptions are available on the school website.
- 1.5 Extracurricular activities can take place inside 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 A group activity, unless stated differently, will be provided if there are at least eight pupils in the group.
- 1.9 Extracurricular activities are paid for by parents according to the schooling contract point 3.8.
- 1.10 All extracurricular fees are validated with the 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, and the short version of it is available on the school's 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 (Liis Teras, liis.teras@est.edu.ee, +372 6311 224) 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 e-mails of parents' whose children are attending the activity.
- 3.3 Individual communication is arranged between the provider and the parent.
- 3.4 Each time an activity is cancelled, or there are changes in the schedule the provider shall notify all parents involved and the Activity Manager.
- 3.5 Parents always need to inform the provider or the Activity Manager if their 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 at least 48 hours before the activity.
- 4.2 The registration form is on the school's website.
- 4.3 The first lesson in the extracurricular activity for group lessons during the Trial Week is free of charge. This does not apply to individual lessons.
- 4.4 Pupils cannot join any activity without prior registration. Parents shall be contacted in case of misunderstanding and the pupil will be accompanied to Aftercare; parents shall pay a one-time Aftercare fee.
- 4.5 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 in case the pupil decides not to continue.

- 4.6 If the provider is absent the lesson shall be refunded.
- 4.7 If a pupil needs a support person during the school day, the support person needs to be with the child also during the activity.

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 on school days before 9:00 or between 16:00 and 18:00.
- 5.3 Activities for Primary shall take place on school days before 9:00 or between 15:30 and 18:00.
- 5.4 Activities for Secondary pupils shall take place on school days between 16:00 (15:30 on Wednesdays) and 18:00.
- 5.5 Individual lessons can be organised during the day in case the pupil's timetable allows it and the provider and a room are available.
- 5.6 Activities start during the first week of October.
- 5.7 Activities shall end during the third week of June.
- 5.8 There are no extracurricular activity lessons during the school holidays. The school holidays are validated each year with the director's order and are available on the school website (<https://tes.edu.ee/school-calendar/>).
- 5.9 The event calendar shall be considered when planning the activities (<https://tes.edu.ee/school-calendar/>).

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 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, TES Carnival etc.
- 7.3 The provider shall organise performances and other activities taking place outside the school. The school shall help with publicity and awards.
- 7.4 If the event takes place at school, the school can provide rooms.
- 7.5 Parents shall pay for participating in an event, if necessary (participation fees, extra clothing etc.)
- 7.6 The provider shall give parents an overview of the learning process at least once every 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 15th 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 the provider's fee, the school's general service costs and the costs of utilities.

- 8.7 The fee is reduced only if a pupil is absent for at least half of the month and the provider or activity manager have been informed. The reduced fee would be half of the monthly fee.
- 8.8 10% discount will be applied if there are 2 or more children from one family in one activity.

9 Quitting and joining activities

- 9.1 Pupils 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 informing the Activity Manager by email with a 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 a pupil has been absent at least 3 times in a row 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 the cancelled lesson.
- 9.7 The provider has the right to stop the service for a pupil in case of unsolvable behaviour problems or if a pupil requires more attention than the provider can give.