



# Extracurricular Activities Policy

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This document contains the rules that regulate the functioning of the extracurricular activities organised by the school and are, therefore, obligatory for all students and families who participate in these activities.

## **1.- Organisation.**

The monitor will collect the pupils at the meeting point and will call the roll to confirm which pupils are present and which are absent.

With the pupils in order, they will go to the courts or to the classroom designated for the development of the activity. The monitor will stand in the centre of the zebra crossing to stop traffic, if there is any, while the pupils cross, and once on the courts they will go to the changing rooms.

The entrance gates to the sports fields/extracurricular classroom must be kept closed at all times for the safety of the pupils and will only be opened at 18:00 hours, with family members waiting for the children to leave at the gates.

When collecting pupils, the monitor will control the main door. The pupils will wait in line to make it easier for the monitor to hand them over to the parents. The monitor will not allow any pupil to leave the line without an adult. Pupils will not be handed over to anyone who is not authorised to collect them.

Punctuality is required at pick-up time.

The "NO PICK-UP" protocol will be activated at 18:10h trying to notify relatives by all available means while the student remains with the person in charge of the sports fields. Repeated failure to pick up the pupil on time (unless there is a serious justified cause) will be grounds for expulsion from any activity.

## **2.- Rules of coexistence in the Centre.**

In general, the rules of coexistence established by the Centre must be respected as they are obligatory for the whole educational community and in all the activities that take place in its facilities. In addition, El Altillo International School has established the following rules in relation to extracurricular activities:

Compliance at all times with the guidelines of the monitors and coordinators. Adequate and correct participation in the activities.

Punctuality.

Maintaining a correct attitude during the activities, not allowing the use of mobile phones, other electronic devices or any object that may distract the pupil or their classmates.

Respect for the monitors and coordinators, both during the activities and in the rest of the school premises, as well as in the activities carried out outside the school.

Correct treatment of fellow pupils and their belongings, and under no circumstances should physical or verbal violence be permitted.

Care for the facilities and materials in extracurricular activities. Avoid knowingly dirtying and wetting the floor.

Respect for freedom of conscience, religious and moral convictions and the dignity, integrity and privacy of all members of the educational community.

Wear appropriate clothing.

Smoking is strictly forbidden on the Centre's premises, so if a monitor sees a parent or visitor smoking, they should ask them to put it out immediately.

Each of the monitors and teachers at the centre is responsible for ensuring that the necessary atmosphere is maintained in the classroom or other areas where activities are carried out so that the pupils can learn or carry out the activities in the best possible conditions.

All teachers and students will be responsible for maintaining a good atmosphere of coexistence and for complying with these rules.

In the event that these rules are not respected:

1°.- A written report will be made of the incidents that occur in the classroom. The parents or guardians of the pupil will be notified so that a meeting can be held to explain the details of these incidents.

2°.- If after this first warning the misbehaviour persists, a notice of expulsion from all extracurricular activities in which the pupil is enrolled will be sent without the possibility of enrolling in any other for the rest of the school year.

3.- Enrolments, withdrawals and changes of activity.

The following protocols and deadlines are established for registrations, cancellations and changes in activities:

Changes of activity are permitted, provided that there are free places in the activity requested, and the change will be made at the end of the month within the period indicated above.

Parents or guardians who wish to withdraw from extracurricular activities service must notify the school in writing, via email or at the school secretary's office, at least 10 days before the end of the month.

Payment of the activity fees is made monthly, in the first week of the month, using the same method of payment as for the rest of the fees for the students of the school and by direct debit for those students who do not belong to El Altillo International School.

In the case of direct debit, families must give sufficient notice of any changes that may occur in order to avoid refunds; any costs caused by refunds not attributable to the school will be passed on to the payer of the bill for the activity in question. All activities have a registration fee.

A minimum of 10 students is required to launch the activity.

