

After School Activities

Policy Number: B24				
Version	Date Issued	Prepared By	Approved By	Comments
1	July 2011	SMT	SMT	Policy Created
2	February 2012	SMT	SMT	Reviewed
3	February 2014	SMT	SMT	Reviewed
3	February 2016	SMT	SMT	Reviewed
4	February 2017	SMT	SMT	Reviewed

The BECC runs a variety of after school activities to enrich the curriculum. Each day the different stages are each offered one sporting and one academic after school activity.

A list of the children participating in the activity is in the school office and should be collected by the person leading the activity. This person should then collect the students and take them to the allocated space.

The activities are split in age groups: Nursery and Early Years, Reception to Y2 and KS2.

The activities run for 45 minutes. Before the end of each term the activities, you wish to teach can be chosen from a provided list of previously successful activities.

At the end of the activity the students should be brought to the waiting room at 4pm or if from the EYFS to the garden to play until they are collected.

All activities should be well planned and fun for the students to attend.

Activity Timing

EYFS activities begin at 2.30pm and finish at 3.15pm.

Reception, Key Stage 1 and Key Stage 2 activities begin at 3.15pm and end at 4pm.

Budget for Activities

Each activity, when required, can be set a budget for resources. This must be agreed and will be set dependent of number of registered students and the activity type. Activities such as cooking can requisition cooking items that will be bought within the kitchen budget but all activities should run on a reasonable budget to ensure they are viable after staff costs. If you require a budget for your after school activity class you can confirm at the start of each term with the school office.

Payment for Leading Activities

After school activities, even though in school working hours are remunerated. For activities to run they must have at least 5 participants. Payments for the activities will be made at the end of each month as follows:

NUMBER OF STUDENTS	REMUNERATION
5 - 10 students attending	500 baht per class
11 – 15 students attending	750 baht per class
16 – 22 students attending	1000 baht per class

External Activity Teachers

External Activity Teachers will be paid on the same basis as above. All external activity teachers will be monitored by a member of staff. The member of staff allocated to this task will visit each classroom during the teaching time to observe the lesson.

There may be times where it is necessary to cover activities for members of staff that are not available. Where this is short notice we ask, that staff help out in order to cover classes where possible. When staff know, they will be missing an activity in advance, it is expected that they find cover for their class.

If people do not volunteer for activities in order to provide extracurricular activities for the student – it may be necessary to allocate activities to staff members. No staff member will ever be allocated more than two activities per week without their consent.