



LAUDE

SAN PEDRO
INTERNATIONAL COLLEGE

Extra-Curricular Activities Policy

January 2021

Laude San Pedro International College

Contact details		
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1.0 Introduction

At Laude San Pedro we want all members of our community to have a shared understanding of our vision, values, standards, policies and procedures so that we can all work towards creating a positive and ambitious learning environment for the pupils in our care.

2.0 Rationale

At Laude San Pedro International College, we offer a range of options for our students to continue learning after school in our Extra-Curricular Activities (ECA) Programme.

These activities are picked carefully in order to encourage self-improvement, team spirit, creativity and a healthy lifestyle. ECA also allow students to integrate with other students from different classes and help building new friendships.

3.0 ECA Charges and Reserving an ECA Place

The school makes additional charges for the ECA programme and these are published on the termly schedule. Some course require specialist equipment/resources and families will be informed about those before registering so that an informed decision is made.

Places on each club are restricted due to staffing ratios and currently due to Covid constraints.

Every term the ECA programme is published for families on the school website and on the Weekly Notices that are sent home via email. In order to reserve a place for your child(ren) on a particular club, please visit the finance office at school and make the relevant payment. Alternatively, contact the ECA Coordinator via email (eca@laudesanpedro.co) and they will send you a direct debit form and arrange for the direct debit to be made from your bank account. Both bank transfer and online payment are also accepted.

4.0 Safeguarding and Child Protection

Ensuring that our students are safe in school, is the most important aspect of our work.

The staff members who run the ECA programme are either existing members of our Laude San Pedro team or they are external monitors/specialists. All members of staff have had complete police and safeguarding checks carried out and they have received the schools child protection and health and safety training.

They will be identified by a Blue school Lanyard – Existing member of Laude San Pedro staff or green school Lanyard – External member of staff with full safeguarding checks in place.

Due to safeguarding procedures families and visitors are not permitted to enter the campus stay to watch the activities, unless there is a special match or performance. If a special parents viewing event is taking place then additional staff will be provided to safeguard the additional adults on campus.

5.0 Standard ECA Collection Procedure

On a normal school day, with no adverse weather conditions, emergencies or published change of school timings/events the South Gate will be the usual collection point for students.

The South Gate will be opened at 17.30.

The students will be waiting with their respective monitor.

The only exception is the Wrap Around Care Club as those students are always collected by parents at reception via the North Gate.

In order to enter the campus, a parent wearing a mask and respecting the health and safety measures at all times will be able to pick up their own child.

Students who are in years 7 and up can leave school alone.

Students in Year 6 and below must be collected by an adult

Only Parents can collect their child(ren) unless a specific and separate arrangement has been made in advance. To make such an arrangement the parents must contact the ECA coordinator via email (eca@laudesanpedro.com) to state the name of the person collecting the child and to provide a copy of their photo ID. The nominated person must bring this ID with them when they collect the child as proof of identity. No exceptions will be made to this protocol.

6.0 Procedure for Adverse Weather Conditions/Emergency ECA Changes

On occasions, the school will need to alter the provision of the ECA programme, for example, when we have very wet weather. The school will endeavour to keep families fully informed of any changes or updates in good time.

1. Every day the weather forecast will be checked by the ECA Coordinator
2. If there is rain prior to ECA starting it would be decided by the ECA Coordinator and the Head of Administration which activities will be cancelled and which one will remain as usual or relocated to an indoor venue if possible.
3. If that decision is made, then the appropriate message will be sent to the families on the appropriate WhatsApp group to let them know which activity has been cancelled or relocated. Families can either collect their child(ren) at the end of school at 16.15 or the child(ren) will go to the Wrap Around Care and families can collect them from reception via the North Gate at 17.30.
4. **The telephone number from which communications will be managed by WhatsApp is 662 140 531. Only the ECA Coordinator will be able to communicate and speak to the families. The usual channels of communication are still available: e-mail (eca@laudesanpedro.com) or phone call (662 140 531).**
5. If the severe weather or emergency event starts during the course of the extracurricular activity and it is outdoors, the corresponding monitor will take students to a safe place.
6. A WhatsApp message will then be sent to parents through the appropriate WhatsApp group so that they can pick up students from reception via the North Gate.
7. In rainy days, all students should be collected from Reception via the North Gate. No South Gate collection or departure will be available.
8. On dry days, the South Gate will be the usual collection point for students. The South Gate will be opened at 17.30pm. The students will be waiting with their respective monitor. A parent wearing a mask and respecting the health and safety measures at all times will be able to pick up the student.
9. Students in Wrap Around will be collected from Reception and leave through the main door at all times.

7.0 Interpretation

In this policy the term “senior manager” means a School Principal, Head of Administration, ECA Coordinator and their designated deputies.

The school is owned by International Schools Partnership Services Limited,

The office is:

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7.0 Policy Tracker

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28 December 2018	I Navarrete A Hughes	August 2021