



AFTER SCHOOL POLICY

1) Registration

- 1.1) As the number of spaces available for each activity are limited, we use a “First come, first served” policy.
- 1.2) Parents will have to register students through the official school Form available in the welcome email as well as on the school website.
- 1.3) Students can only attend the activities they have signed up for. Once we receive your registration, we will let you know if it has been possible to enroll your child in the desired activity. Please note that not all activities will be available to all year groups. It will depend on the number of students interested in each year group and the availability of the teacher.

2) Parent/Teacher Communication

- 2.1) In order to optimise the communication process, individual parent emails will be made available to the respective ASA teacher so that information can be sent home directly by the ASA teachers. The After School Activities Coordinator must be copied on all correspondence.

3) Payment and Attendance

- 3.1) All activities are billed monthly and are due irrespective of attendance.
- 3.2) Students and ASA teachers must sign the registration sheet each lesson. This applies to clubs as well as musical instrument lessons.
- 3.3) The ASA Teacher must be informed at least 24 hrs. in advance if, for any reason, your child cannot attend a lesson. The only exception to this rule is a *medical emergency*, in which case you will need to supply a *doctor's certificate* to confirm this.
- 3.4) It is the student's responsibility to inform the ASA Teacher of any field trips/academic or other situations that may arise, especially if the student will be late or miss the lesson entirely. Please make sure to give a minimum of 24 hours' notice for these situations.
- 3.5) To cancel your child's enrollment in a Club, the Parent/Guardian must send an email with this request to the After School Coordinator: jorge.santos@ois.pt and the ASA teacher. A minimum of 30 days' notice is necessary for any cancellations or the full month's payment will be due.
- 3.6) Parents/Guardians will be billed for lessons during term time only. Any lessons that do not take place due to school holidays will be adjusted on the monthly invoice.
- 3.7) Invoices will be sent out at the beginning of each month. Please forward any payments to the Accounts Department using the following email address: accounts@ois.pt, together with your child's name, year group and the After School Activity you are paying for.

Bank details:
Santander Totta

- **NIB:** 0018 0003 2313746 6020 89
- **IBAN:** PT50 0018 0003 2313746 6020 89
- **Swift Code:** TOTAPTPL

Price for Musical Lessons:

€35.00 per hour

€22.00 per half hour

Price for other Clubs:

€50.00 per month per student

4) School requirements

4.1) The school is responsible for providing an adequate location for the lessons as well as the necessary equipment for the ASA, excluding any Clubs that supply their own materials for lessons.

5) COVID Contingency Plan

The COVID contingency plan can be found on the school website <https://ois.pt/covid-19-information/>

6) Teacher / School Communication

6.1) Teachers must give a minimum of 24hrs. notice to Parents/Guardians and the School for any lessons that need to be cancelled.

6.2) If a music instrument teacher is not able to attend a lesson, they must give 24hr notice unless there are exceptional circumstances that do not permit this. The option to reschedule the cancelled lesson will be considered depending on the availability of the classroom, Teacher, and Student availability.

Oeiras International School, Portugal | ASA Programe 2021.22

