EL ALTILLO INTERNATIONAL SCHOOL

iSP International Schools Partnership

Extracurricular Activities Policy

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This document outlines the rules governing the extracurricular activities organized by the school. These rules are mandatory for all students and families participating in the programme.

The main goal of this protocol is to ensure a safe, structured, and enriching environment for everyone involved, while also aligning with the school's core educational values.

It establishes clear procedures regarding organisation, behaviour, communication, safety, incident management, and the responsibilities of both the school and families. It also aims to encourage responsible student participation, mutual respect, care for shared spaces and materials, and a positive atmosphere during all activities.

The protocol includes specific measures for unexpected situations such as accidents or emergencies, and it complies with current regulations concerning data protection, image rights, and child welfare. Active family involvement and a shared commitment to these guidelines are essential to the success of the extracurricular programme and to providing students with a high-quality, well-rounded learning experience.

1. Offer of extracurricular activities

Offer of extracurricular activities

2. Organization and operation

Student Collection and Supervision Procedures

At 5:00 p.m., the activity leader will collect the students from the designated meeting points (either the Infant Hall or the main playground) and take attendance to confirm who is present and who is absent.

Once the group is organized, they will proceed to the designated courts or classroom for their activity. If needed, the monitor will stop any oncoming traffic by standing in the middle of the pedestrian crossing while students cross. Upon arrival at the courts, students will go to the changing rooms.

For safety reasons, the entrance doors to the sports courts or extracurricular classrooms must remain closed at all times. These doors will open at 6:00 p.m., and families must wait outside until that time to collect their children.

Pick-Up Points by Activity (at 6:00 p.m.):

Padel: courts

Football: courts

Volleyball: courts

Skating: stairs at the main entrance

Rhythmic Gymnastics: gym (accessed through the school's main hall)

Maker: Fab Lab (accessed through the school's main hall)

Basketball: stairs at the main entrance

Robotics: stairs at the main entrance

During pick-up, the monitor will supervise the main entrance. Students will line up to facilitate an orderly handover. No student will be allowed to leave the line without an adult present. Children will only be released to authorised individuals.

Punctuality at Pick-Up Time Is Mandatory

If a child is not picked up by 6:10 p.m., the "Late Pick-Up Protocol" will be activated. The school will attempt to contact families using the phone numbers provided at the start of the school year. The student will remain under the supervision of the sports court coordinator until collected. Repeated late pick-ups, without a valid and properly justified reason, may result in the student being removed from extracurricular activities.

Authorisations for Exceptional Pick-Ups

If someone other than the usual authorised adult will be collecting your child, please inform us in advance via the student's agenda, by emailing info@altillointernational.com or by calling the School Office. You must provide the full name of the person collecting the child and their relationship to the student. The School Office will notify the activity monitor accordingly.

Rainy Day Procedures

On rainy days, students who normally have their activities on the outdoor courts will be moved to a covered area inside the main school building. In these cases, pick-up will take place at the stairs of the main entrance. Monitors will hand over the students to families following the usual safety and supervision protocol.

Clothing and Equipment

To ensure the proper development of extracurricular activities, students must attend wearing appropriate clothing and footwear, preferably comfortable sportswear and activity-specific trainers. Some activities may require specific uniforms or personal equipment, such as rackets for padel, skates for skating, or apparatus for rhythmic gymnastics. In such cases, families will be informed at the start of the school year.

Each student is responsible for bringing the required materials, which must be clearly labelled with their name.

Smoking is strictly prohibited on school grounds. If a monitor sees a parent or visitor smoking, they are instructed to ask them to extinguish their cigarette immediately.

All materials necessary for the activities will be properly organised and stored in designated areas. Sports equipment (for padel, football, rhythmic gymnastics, or basketball) will be kept in the relevant sports areas, while materials for activities such as Robotics and Maker will be stored in the specific classrooms used for those sessions.

For activities that require personal equipment—such as padel rackets, skates, or other specific items, students are responsible for bringing them in good condition and taking them home after the activity. The school is not responsible for the loss, damage, or breakage of any personal items students bring to extracurricular sessions. It is strongly recommended that all personal belongings be clearly marked with the student's name to make identification easier in case of loss.

Lost and Found

At the end of each activity, once students have been handed over to their families, the monitor will check the area to ensure no clothing or personal items have been left behind. Any found items will be given to the extracurricular activities coordinator and placed in a designated lost-and-found box located in Changing Room 5.

Every morning, cleaning staff will check the box and bring any items to the school to apply the general lost-and-found protocol. According to this procedure:

Items marked with the names of Infant and Primary students will be returned directly to their classrooms.

Unmarked items or those belonging to Secondary students will be stored until families or students come to the School Office during school hours. The Office will then notify the lost-and-found coordinator to manage the return.

Families are strongly encouraged to label all clothing and personal items with their child's full name to facilitate easy identification and prompt return.

For activities taking place inside the main school building, any lost items will be left directly at the School Office by the monitors.

Attendance Monitoring

At the beginning of each month, activity leaders will receive an attendance sheet for their group. They must record student attendance daily and submit the completed sheet to the School Office at the end of the month for tracking purposes.

Substitute Monitors for Extracurricular Activities

In the event of a monitor's absence, the extracurricular activities coordinator will organise a suitable replacement, ensuring compliance at all times with the school's safeguarding policy. Once a substitute has been confirmed, the school will inform families via an official circular to ensure transparency and proper communication regarding any changes to the activity.

3. Code of Conduct

In general, all school-wide behaviour and conduct policies apply equally to extracurricular activities, as they are mandatory for the entire educational community and for any activity taking place on school grounds. In addition, El Altillo International School has established the following specific guidelines for extracurricular activities:

- Students must follow the instructions of their monitors and activity coordinators at all times and participate appropriately and respectfully in all activities.
- Punctuality is essential.
- Students are expected to maintain a positive and respectful attitude during activities. The use of mobile phones, electronic devices, or any other items that may distract the student or others is not permitted.
- In line with our data protection policy, taking photos or recording videos of students during extracurricular activities is strictly prohibited.
- Monitors, coordinators, and other staff must be treated with respect, both during activities and throughout the school premises, including during off-campus events.
- Respectful behaviour toward peers and their belongings is essential. Under no circumstances will physical or verbal aggression be tolerated.
- Students must take care of school facilities and equipment used during extracurricular activities. They should avoid littering or intentionally wetting or damaging floors or materials.

- Respect for freedom of conscience, religious and moral beliefs, and the dignity, integrity, and privacy of all members of the school community is fundamental.
- Monitors and teachers are responsible for maintaining a positive learning environment, whether in the classroom or other activity spaces, to ensure students can participate under the best possible conditions.
- All staff and students share responsibility for fostering a respectful and cooperative atmosphere and for complying with these rules.

In the event of misconduct:

1st step: A written report will be issued outlining the incident that occurred. The student's parents or legal guardians will be informed and invited to a meeting to discuss the situation.

2nd step: If the inappropriate behaviour continues after the initial warning, the student will be expelled from all extracurricular activities in which they are enrolled. They will not be permitted to rejoin any extracurricular activity for the remainder of the school year.

4. Enrolment, Withdrawals and Changes of Activity

The following protocols and deadlines apply to enrolments, withdrawals, and changes in extracurricular activities:

Activity changes are permitted as long as there are available places in the requested activity. Changes will take effect at the end of the month, and families must give at least 10 days' notice before the end of the current month.

To withdraw a student from an activity, parents or legal guardians must notify the school in writing, via email or in person at the School Office, with a minimum of 10 days' notice before the month ends.

Activity fees are charged monthly during the first week of each month. For students enrolled at El Altillo International School, payment will be made using the same method as other school fees. For external students, payment will be processed via direct debit.

For direct debit payments, families must inform the school of any changes at least 10 days before the end of the month to avoid returned payments. Any charges resulting from failed transactions not attributable to the school will be passed on to the payer.

All extracurricular activities require a registration fee. A minimum of 10 students is required to launch any activity.

5. In Case of Accident

Minor Accidents

If a student suffers a minor injury (e.g., a fall), all monitors have access to first-aid kits located in the gym, sports courts, and the school doctor's office. If ice or rest is needed, the student will be accompanied to the doctor's office and attended by administration staff. In all cases, the family will be informed at pick-up time. If the student is unwell, the school will contact the family to arrange early collection.

Serious Accidents

In the event of a serious injury, emergency services will be called immediately, and

we will follow their instructions. Families and the extracurricular coordinator will also be contacted.

IMPORTANT: An accident report form must be completed and submitted at the School Office.

6. Chronic Illnesses

It is essential that extracurricular staff are informed of any student allergies or chronic medical conditions, as indicated by the school doctor. The doctor will provide specific instructions on how to act in case of need, including the location and use of any required medication.

7. Emergency Procedures

In the event of a fire, the following evacuation procedures will be followed:

Students in the Fab Lab or gym will evacuate to the central courtyard via the door next to the Fab Lab.

Robotics activities will evacuate via the gym stairs and exit to the school playground.

Students on the sports courts (volleyball, football, skating, padel):

If the fire is inside the building, they will remain on the courts.

If the fire is on the courts, they will evacuate to the school car park.

Once at the designated assembly points, monitors will take a headcount. The Facilities Coordinator will be responsible for verifying student attendance.

8. Data Protection and Use of Images

The use of images or videos taken during extracurricular activities is governed by the school's data and image protection policy, which families accept when registering their child at El Altillo International School. This policy outlines how images may be used for educational, informational, or promotional purposes on the school's official channels (website, social media, newsletters, etc.).

For non-El Altillo students participating in activities, parents must sign the relevant image use authorisation form, which will be provided by the monitor on the first day of class.

9. Protocol Review

This extracurricular activities protocol is reviewed and updated at the beginning of each school year to ensure it remains current, compliant with school policies, and continuously improves the organisation and delivery of the programme.

The updated version will be sent to families via email at the start of the school year and will be available on the school website for consultation at any time.

10. Key Contacts

In case of need, the following contact numbers may be useful:

School Office: 607 548 707 / 956 302 400

Emergency Services: 112