

ISS After-School Activities (ASA) Policy

ISS ASA Terms & Conditions



International sharing school
taguspark - oeiras valley - portugal



Table of Contents

<u>VISION.....</u>	<u>3</u>
<u>MISSION STATEMENT.....</u>	<u>3</u>
<u>PURPOSE</u>	<u>3</u>
<u>AFTER SCHOOL ACTIVITIES (ASA) POLICY</u>	<u>3</u>
<u>SAFEGUARDING STATEMENT:.....</u>	<u>3</u>
<u>DEFINITIONS AND GLOSSARY</u>	<u>3</u>
<u>ASA COMMITMENT - ONE-TERM:</u>	<u>4</u>
<u>ENROLMENT MODEL AND TIMINGS.....</u>	<u>4</u>
<u>ENROLMENT AFTER THE START OF A TERM.....</u>	<u>5</u>
<u>ACTIVITY SWAPS:</u>	<u>5</u>
<u>SCHOOL TRANSPORT:.....</u>	<u>6</u>
<u>ACTIVITY SCHEDULE:</u>	<u>6</u>
<u>ACTIVITY FEES:</u>	<u>6</u>
<u>ASA FAIR:.....</u>	<u>6</u>
<u>MID-TERM CANCELLATIONS:</u>	<u>7</u>
<u>LESSON COMPENSATION.....</u>	<u>7</u>
<u>COMMUNICATION:</u>	<u>7</u>
<u>INTERNATIONAL SHARING SCHOOL AFTER SCHOOL ACTIVITIES (ASA) TERMS AND CONDITIONS</u>	<u>8</u>

VISION

We are dedicated to *Learning through Sharing*

MISSION STATEMENT

We aim to develop inquiring, knowledgeable and open-minded lifelong learners who aspire to build a better tomorrow, through a supportive, respectful and caring environment promoting Learning through Sharing.

PURPOSE

To outline the guidelines and procedures for the International Sharing School (ISS) After School Activities.

AFTER SCHOOL ACTIVITIES (ASA) POLICY

This Policy governs the International Sharing School (ISS) After School Activities (ASA). Please read through this policy carefully. By registering your child in any ASA, you agree to the terms and conditions described in this policy.

SAFEGUARDING STATEMENT:

The safety and well-being of all students participating in ASA is our paramount concern. All ASA staff undergo appropriate background checks and are trained in safeguarding procedures. We are committed to creating a safe and inclusive environment for all students. Any concerns regarding safeguarding should be reported immediately to the ASA Coordinator or a member of the school's leadership team.

DEFINITIONS AND GLOSSARY

After School Activity (ASA)

Any paid activity taking place after the end of the classes, except for music lessons (Music Academy).

Afterschool Clubs (Junior Building)

Clubs provided by the Junior School as part of the school's tuition fee, but still require enrolment through the platform (Schoolsbuddy)

Academic Enhancement Clubs (AEC) - Senior Building

Clubs provided by the school as part of the school's tuition fee, in the senior school, that are meant for students to improve their results in specific academic subjects or to expand their knowledge in any given academic arena. The timetable is shared with parents by the MYP and DP Heads. Enrolment by the parent is not necessary, although some students may be requested to attend by their subject teacher.

Music Academy

Any student may take music lessons (instrument or vocals) during or after school hours (after 16h00). These lessons are at an additional charge.

For more information on this matter, please contact the Music Academy Coordinator at music.academy@taguspark.sharingschool.org.

SchoolsBuddy Platform (<https://iss-taguspark.schoolsbuddy.net/#!/>)

Platform used by ISS for the management of Afterschool activities (booking activities, activities allocations, taking attendance, etc.).

ASA COMMITMENT - ONE-TERM:

A one-term commitment means that at the start of each new term, the commitment period begins anew. Essentially, your child's enrolment in an activity automatically renews for the following term unless you inform us, by email to asacoordinator@taguspark.sharingschool.org of your intention to cancel before the end of the current term, by the following due dates:

- For **Term 2** changes: **16th November 2025**
- For **Term 3** changes: **22nd March 2026**

This means that you are not committing your child to an activity for the entire academic year. Instead, the commitment is for one term at a time.

Special Note on Swimming: This activity requires a full-year commitment, although it is billed termly.

Example: If your child is enrolled in the first term in an activity and you wish for them to continue in the same activity for the second term, you do not need to do anything. Their enrolment will automatically roll over. However, if you do not wish for them to continue, you must notify us by the 16th of November 2025 by email to asacoordinator@taguspark.sharingschool.org. The same applies from the second term to the third term.

ENROLMENT MODEL AND TIMINGS

Enrolment is carried out exclusively through the SchoolsBuddy platform, using a preference-based model.

How Enrolment Works

- **Preference-Based System:** This is **not** a first-come, first-served system. You may select and rank your preferences at any time while the window is open.
- **Allocation:** After the window closes, spaces will be allocated randomly based on preferences.
- **Late Enrolment:** Joining an activity with available spaces after the allocation is possible through SchoolsBuddy.

For the 2025–2026 Academic Year, enrolment will take place on the following dates: September 9 – September 17, 2025

Once the enrolment period has closed, changes to preferences or activities are not permitted, as the term commitment will already be in place.

Late enrolments after the official enrolment period may be accepted if there are spaces available. In such cases, fees will be calculated on a pro-rata basis.

Activity Periods:

Term 1: September 22 – December 5, 2025 (no activities during midterm break: October 27 – November 1)

Term 2: January 6 – March 27, 2026 (no activities during midterm break: February 23 – 27)

Term 3: April 20 – June 26, 2026

Note: There are no clubs or activities during the final week of each term, unless a make-up lesson is scheduled.

ENROLMENT THROUGH SCHOOLSBUDDY

All ASA enrolments must be completed via the SchoolsBuddy platform. Parents must have an active SchoolsBuddy account to register their children. Enrolment requests made by email, phone, or in person will not be accepted.

SCHOOLSBUDDY ACCOUNT ISSUES

If you experience any difficulties accessing or using SchoolsBuddy, please contact the ASA Coordinator at asacoordinator@taguspark.sharingschool.org for assistance.

ENROLMENT AFTER THE START OF A TERM

Late enrolment may be possible, depending on space availability.

- Fees will be calculated on a pro-rata basis for the remaining weeks in the term.
- To inquire about late enrolment, please email the ASA Coordinator at asacoordinator@taguspark.sharingschool.org.
- If you wish to proceed immediately, you may send a join request directly through SchoolsBuddy.
- Some activities require partner approval; in such cases, confirmation and the adjusted invoice will be sent by the ISS Office.

ACTIVITY SWAPS:

No Swapping: Students are enrolled in their chosen activity for the duration of the term. Changes between activities within the same term are not permitted.

Adding Activities: If a student wishes to add a new activity on the same day and time as their existing activity within the same term, a prorated fee for the new activity will be charged.

No Refunds: Please note that there will not be any refunds issued for the original activity when a new activity is added.

Example: A student enrolled in Gymnastics on Tuesdays for a term wishes to change to Arts on the same day for the remaining weeks of the term. The full fee for Gymnastics will still apply, and a prorated fee for the remaining Arts sessions will be invoiced. Parents still need to inform by email to asacoordinator@taguspark.sharingschool.org by the deadlines above mentioned of the cancellation of Gymnastics for the following term.

SCHOOL TRANSPORT:

- For activities held outside of school, transportation will be provided only if there are 5 or more students enrolled for that activity on that given day.
- If there are fewer than 5 students, parents will be responsible for ensuring transportation to the activity location.
- At the end of the activity, parents are responsible for picking up their child(ren) at the activity location, even if they normally use the school bus service.
- Regular Bus Students and ASA: If your child takes the regular bus, but on a given day has an ASA outside of school, parents are responsible for picking up their child at the activity location. If the activity has less than 5 students, parents are also responsible for ensuring their child's transportation to the respective activity on the day it takes place.

ACTIVITY SCHEDULE:

- Activities held at school will generally start at 16:10 and finish at 17:00, allowing students who use the regular school bus service to depart at 17:10.
- Swimming lessons will take place at Holmes Place, Quinta da Fonte, starting at 16:00. If you choose to enrol your child in swimming, please note that they will need to leave the classroom earlier (around 15:30) in order to change into their swimwear, have a snack, and travel to the venue on the school bus. As a result, your child may miss a portion of their curricular lessons at the end of the day.
- Activities held outside of school may have different start and finish times, as well as different overall durations. Details of these activities will be communicated separately (in the ASA Brochure and Schools Buddy).
- Parents are responsible for picking up their child at the offsite activity location.

ACTIVITY FEES:

Activity fees for the Academic Year 2025–2026 can be found in the ASA Brochure and in Schools Buddy. Fees will be invoiced at the start of each term, based on confirmed enrolments.

Please note: If an invoice remains unpaid, the student will not be eligible to enrol in any subsequent ASA activities until the outstanding balance is settled.

ASA FAIR:

An ASA Fair will be held at the start of the academic year to showcase the activities available for students.

Families are invited to attend the ASA Fair on September 9th, 2025, from 16:00 to 17:00. This event provides an opportunity for students and parents to meet our trusted activity partners and learn more about the programme.

From September 10th to 17th, students may also take part in open lessons, allowing them to try different activities before making their final selections. Some open lessons may be subject to the payment of a fee directly to the partner.

For Term 1, official ASA classes will begin on Monday, September 22nd, 2025. For subsequent terms, activities will begin on the first day of term.

MID-TERM CANCELLATIONS:

Once enrolment closes, no cancellations are permitted until the end of that term.

Exceptions may be made in specific circumstances, such as injuries that prevent continued participation. In such cases, parents must provide a medical statement or other relevant documentation to support their request.

Each request will be evaluated individually by the ASA Coordinator.

LESSON COMPENSATION

If a lesson is cancelled due to circumstances attributable to the teacher or activity partner, a make-up lesson will be arranged. Please note that make-up lessons may need to be scheduled outside the regular days and times of the activity.

No make-up lessons or fee adjustments will be provided for student absences, regardless of the reason (including illness, travel, or personal commitments).

COMMUNICATION:

All communication regarding ASA must be directed to the ASA Coordinator via email (asacoordinator@taguspark.sharingschool.org).

Requests for enrolment made in person, via email or telephone will not be considered.

This policy is subject to change at the discretion of the school administration. Any changes will be communicated to parents and students.

This reviewed policy enters in effect on March 1st 2026.

INTERNATIONAL SHARING SCHOOL AFTER SCHOOL ACTIVITIES (ASA) TERMS AND CONDITIONS

Effective Date: March 1st 2026

INTERNATIONAL SHARING SCHOOL AFTER SCHOOL ACTIVITIES (ASA) TERMS AND CONDITIONS

These terms and conditions govern your use of the International Sharing School (ISS) After School Activities (ASA). By registering your child in any ASA, you agree to the following terms and conditions:

1. Safeguarding Statement: The safety and well-being of all students participating in ASA is our paramount concern. All ASA staff undergo appropriate background checks and are trained in safeguarding procedures. We are committed to creating a safe and inclusive environment for all students. Any concerns regarding safeguarding should be reported immediately to the ASA Coordinator or a member of the school's leadership team.

2. Definitions and Glossary:

- **After School Activity (ASA):** Any paid activity taking place after the end of regular school classes, excluding Music Academy lessons.
- **Afterschool Clubs (Junior Building):** School-provided clubs included in tuition fees, requiring enrolment via SchoolsBuddy.
- **Academic Enhancement Clubs (AEC) - Senior School:** School-provided clubs in the senior school, included in tuition fees, aimed at academic improvement. Timetable shared by MYP or DP Heads. Enrolment is generally not required but may be requested by teachers.
- **Music Academy:** Paid music lessons (instrumental or vocal) available during and after school hours. Contact music.academy@taguspark.sharingschool.org for details.
- **SchoolsBuddy Platform (<https://iss-taguspark.schoolsbuddy.net/#!/>):** The platform used for ASA management (enrolment, attendance, etc.).

3. Commitment Period

- ASA enrolment is a **one-term commitment** that automatically renews for the next term unless cancelled.
- To cancel an activity for the following term, you must send an email to asacoordinator@taguspark.sharingschool.org by the specified deadlines:
 - For Term 2 changes: **16th November 2025**
 - For Term 3 changes: **22nd March 2026**
- If no cancellation is received by the deadline, your child's enrolment will roll over, and you will be invoiced for the next term.
- **Special Note on Swimming:** This activity requires a full-year commitment, although it is billed termly.
- No activities take place during the final week of each term.

4. Enrolment Process

- All enrolments must be completed through the SchoolsBuddy platform.
- Enrolment by email, phone, or in person will not be accepted.
- Parents must have an active SchoolsBuddy account to participate.

- Enrolment follows a **preference-based system**, not first-come, first-served. Spaces are allocated randomly based on preferences after the enrolment period closes.

5. Enrolment Dates & Late Enrolment

- For the 2025–2026 Academic Year, the enrolment period is **September 9 – September 17, 2025**.
- Official ASA classes for Term 1 begin on **September 22nd, 2025**.
- Once enrolment closes, changes to activities or preferences are not permitted for that term.
- Late enrolments after the official period may be accepted if space is available. You can inquire by emailing the ASA Coordinator or send a join request directly via SchoolsBuddy. Fees will be calculated on a pro-rata basis.

6. Mid-Term Cancellations

- No cancellations are permitted after the enrolment period closes and before the end of the term.
- Mid-term cancellations are only permitted in exceptional circumstances (e.g., injury) and require written documentation (e.g., medical certificate).
- Approval for mid-term cancellations is at the sole discretion of the ASA Coordinator.

7. Activity Swaps

- Swapping from one activity to another within the same term is not permitted.
- If a student adds a new activity during the term, a pro-rata fee will apply for the new activity. No refund will be given for the original activity.
- **Important:** If you add a new activity with the intention of replacing an old one, you must still formally cancel the original activity for the *next term* by the deadlines stated in Section 3.

8. Fees & Payment

- Activity fees are published in the ASA Brochure and on SchoolsBuddy and are invoiced at the start of each term based on confirmed enrolments.
- Students with outstanding invoices will not be eligible to enrol in future ASA activities until all balances are settled.

9. Lesson Compensation

- If an activity is cancelled by the school, teacher, or activity partner, a make-up lesson will be scheduled.
- Make-up lessons may be held outside regular activity times/days.
- No make-up lessons or fee adjustments will be provided for student absences for any reason (including illness, travel, or personal commitments).

10. Transportation

- For offsite activities, school transport will be provided only if **five (5) or more** students are enrolled for that day.
- If fewer than five students are enrolled, parents are responsible for arranging transportation to the activity.

- Parents are always responsible for collecting their child(ren) from the activity location at the scheduled finish time, even if they normally use the school bus service.

11. Activity Schedule

- Standard on-site ASA activities run from 16:10 to 17:00 unless otherwise stated.
- Swimming lessons at **Holmes Place, Quinta da Fonte**, start at 16:00; students will leave class at approximately 15:30 and may miss part of their last curricular lesson.
- Offsite activities may have different times/durations, as published in the ASA Brochure and on SchoolsBuddy.

12. Communication

- All ASA-related communication must be sent to asacoordinator@taguspark.sharingschool.org.
- Enrolment requests sent via email, phone, or in person will not be processed.

13. Policy Changes

- ISS reserves the right to amend these Terms & Conditions at any time.
- Any changes will be communicated to parents/guardians.

I agree to the above terms and conditions.

Name: _____

Date: ____/____/____

Signature: _____



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