POLICIES OF SAINT ANNE LANGUAGE CENTER

Extracurricular Activities and Events Policy

1. Introduction

Extracurricular activities play a key role in students' development, helping to build social skills, teamwork and overall wellbeing by enriching their knowledge and abilities.

Saint Anne Language Center is committed to offering a variety of extracurricular activities that meet the needs, interests and abilities of students, while ensuring they are carried out safely.

2. Aims of the Policy

The center aims to:

- provide a variety of activities (scientific, cultural, artistic, sporting and social)
- support the development of physical, social, emotional and cognitive skills
- encourage students' individual and team talents
- improve students' wellbeing
- ensure safe and inclusive participation in all activities

3. Responsibilities

Responsibility for implementing the policy lies with:

- the center's management
- the teaching staff
- students
- parents

4. Main Requirements

Saint Anne Language Center:

- develops and applies a policy for extracurricular activities
- publishes information about the activities
- provides activities for different age groups, interests and abilities
- provides clear procedures for organisation and participation

5. Information

Saint Anne Language Center provides information about:

- the types of extracurricular activities
- schedule and duration
- the people in charge
- fees (if any)
- how to sign up
- whether parental consent is needed

6. Planning Activities

When organising activities, Saint Anne Language Center ensures:

- a risk assessment is carried out
- cultural and social norms are respected
- safety and health are ensured
- approval by the management

7. Trips and Travel

7.1. Trips

- They are not compulsory.
- Written parental consent is required.
- A travel plan is provided.

7.2. International travel

- Allowed for students (usually from the upper grades).
- Detailed organisation and approval are required.

8. Student Participation

Saint Anne Language Center:

- encourages participation in various activities and competitions
- supports students in creating their own clubs and initiatives
- develops skills such as leadership, creativity and teamwork

9. Parental Consent

Participation requires written consent, which includes:

- a description of the activity
- schedule and venue

- transport (if any)

10. Fees

- Some activities may be paid.
- Fees must be reasonable.

11. Safety

The center ensures:

- constant adult supervision
- qualified activity leaders
- compliance with all health and safety requirements
- first aid is available

12. Monitoring and Records

Saint Anne Language Center keeps:

- lists of participants
- parental declarations
- activity plans

13. Conclusion

Extracurricular activities are an important part of students' education and development. Saint Anne Language Center is committed to providing a safe, varied and stimulating environment for participation.