

Extracurricular Activity Policy

1. General Provisions

- 1.1. Hobby education is a system of knowledge, skills, experience, values and behavioural norms which is acquired through systematic guided voluntary activity during time free from formal education, continuing education and work and which provides opportunities for comprehensive development of personality. ([Republic of Estonia Education Act](#))
- 1.2. The purpose of extracurricular activities in Tallinn European School (hereinafter the school) is to provide diverse development for pupils, fill their free time, improve their knowledge, and develop their social skills and attitudes.
- 1.3. The school provides extracurricular activities at Nursery, Primary and Secondary school levels.
- 1.4. All the extracurricular activity descriptions are available on the school website.
- 1.5. Extracurricular activities can take place inside or outside the school premises.
- 1.6. Extracurricular activities are optional.
- 1.7. Group activities, as well as individual activities, shall be provided.
- 1.8. A group activity, unless stated differently, will be provided if there are at least eight pupils in the group.
- 1.9. Extracurricular activities are paid for by parents according to the schooling contract point 3.8.
- 1.10. All extracurricular fees are validated with the director's order.
- 1.11. The rental agreement between the school and the provider is mandatory unless an exception is made by TES.

2. Provider

- 2.1. Extracurricular activities are offered by certified providers.
- 2.2. Every activity has its activity plan: aims, description, expected outcomes, activity time, price, and the short version of it is available on the school website.
- 2.3. The provider shall email detailed information about the activity (rules, cancellation, payment system, teaching method, aims etc.) at the beginning of the school year and to every new parent.

3. Communication

- 3.1. The Activity Manager of the school shall be coordinating extracurricular activities.
- 3.2. Individual communication is arranged by the provider and the parent.
- 3.3. Each time an activity is cancelled, or there are changes in the schedule, the provider shall notify all parents involved and the Activity Manager.
- 3.4. Parents always need to inform the provider if their child cannot take part in a lesson (class trips, doctor's appointments, illness, etc.).
- 3.5. The provider shall give parents an overview of the learning process at least once in a semester.

4. Participation

- 4.1. The registration is completed by contacting the service providers directly.
- 4.2. The contact information is on the school's website.
- 4.3. Pupils cannot join any activity without prior registration. Parents shall be contacted in the case of a misunderstanding and the pupil will be accompanied to Aftercare; parents shall pay a one-time Aftercare fee.
- 4.4. If a pupil needs a support person during the school day, the support person needs to be with the child also during the activity.

5. Activity time

- 5.1. The school shall decide in conjunction with the provider when, where and how long the activity should be, taking into account the lesson times in the timetable.
- 5.2. Individual lessons can be organised during the day in case the pupil's timetable allows it and the provider and a room are available.
- 5.3. Activities start during the second week of September.
- 5.4. Activities shall end at the end of May.
- 5.5. There are no extracurricular activities during the school holidays and the [event calendar](#) shall be considered when planning the activities.

6. Equipment

- 6.1. The school can provide only the equipment that is already in the school.
- 6.2. The provider shall facilitate materials and inventory if additional equipment is required.

7. Fees

- 7.1. The provider sets up the fee in consultation with the school.
- 7.2. The provider issues an invoice to parents at the beginning of the month.
- 7.3. Parents pay the fee to the activity provider according to the invoice.
- 7.4. Extra one-off costs may apply in the event that the provider should buy additional materials.
- 7.5. Extracurricular fees contain the provider's fee, the school's general service costs and the costs of utilities.