



# GEMS WELLINGTON INTERNATIONAL SCHOOL

## *EEE Policy*

Reviewed by: Oliver Thompson

Date of review: June 2023

Next date of review: June 2024



<b>Introduction</b> .....	<b>3</b>
Aims .....	3
Sign-ups.....	3
Oversubscribed/Undersubscribed activities and waiting lists.....	3
Cancellations of bookings .....	4
Attendance.....	4
Drop off to EEEs .....	4
Safeguarding during EEE's.....	4
Siblings for students without a EEE .....	4
Pick up from EEEs.....	5
Bus Service .....	5
Late pick up from EEEs.....	5
Canceled EEEs .....	5
Behavior and expectations in EEEs .....	5
External Providers (ESM) .....	6
Introduction .....	6
Security & Child Protection.....	6
Payment .....	6
Drop off to ESM Activities.....	6
Pick up from External Activities .....	6
Attendance and Communication .....	7
Late pick up from ESM Activities .....	7
<b>Equal Opportunities</b> .....	<b>7</b>
<b>Complaints Procedures</b> .....	<b>7</b>



## Enrich, Explore, Excite at WIS

The EEE programme at WIS provides students the opportunity to pursue their interests, develop wider friendship groups and develop their physical, mental and social health.

Our EEE programme at WIS significantly contributes to student and staff wellbeing by promoting social connections, reducing stress, facilitating personal growth and fostering physical and mental health and offering valuable learning experiences beyond the traditional classroom.

### Introduction

Enrich, Explore, Excite (EEE) are provided by Wellington International School staff & external partners (ESM) as optional enrichment opportunities for our students and not as extension to the regular school day or as alternative child care. We endeavor to give our students a range of activities that compliment our extensive school curriculum and also allow them to explore new areas and discover new hobbies to take into later life. Due to the number of staff and the facilities available there is a limit of what we can offer. EEEs are given on a first come, first serve basis with a limit on how many each student can attend (Sport is not included in this).

### Aims

What we strive to achieve:

- Provide a wide range of age appropriate extra-curricular activities
- Provide a safe experience which runs in line with our normal school expectations
- Provide a clear & fair booking system for the allocation of running EEEs

### Sign-ups

- Places in EEEs are allocated on a first come, first served basis
- Students are limited to two academic & two performing arts EEEs per term
- Bookings are registered using the SchoolCloud booking system
- The EEE Booklet will contain all the information regarding clubs during that term
- Bookings will open on a staggered format to allow students to decide carefully which EEEs they wish to join
- Clear dates for booklets and sign-ups will be given using GEMS Connect App at least 24hours prior to them opening

### Oversubscribed/Undersubscribed activities and waiting lists

- Heads of Year/Curriculum leaders can be contacted to request to be placed on a waiting list should places become available.
- If a student cancels their place in the EEE the spaces will be offered to the waiting list in the order they were added
- If a club is under-subscribed then it may be the case that this EEE is canceled



### Cancellations of bookings

- If you choose to cancel a booking this must be done via the SchoolCloud system
- If you choose to cancel a booking after your child has started attending the EEE please ensure the teacher of the club is notified

### Attendance

- Students should attend all EEEs each week unless absent from school
- If your child has been absent from school due to illness - they should not attend their EEE that day
- If under exceptional circumstances, a student is aware in advance they will miss a EEE session, the teacher of the club should be notified by email.
- Registers will be taken by the teacher and teachers will contact any parent of a student who hasn't attended
- Students who don't attend for two weeks consecutively will be removed from the EEE and another student will be offered a place from the waiting list if appropriate

### Drop off to EEEs

For EEEs after school;

- Students from FS2 to Year 4, students will be led to their EEE by their class teacher
- Students from Year 5 to Year 13 will move to their EEE straight after school on their own independently

For EEEs before school;

- Students from FS2 to Year 13 should be dropped at school by a parent.

For EEEs at lunch time;

- Students from year FS2 to Year 4, students will be picked up from their class by the club teacher
- Students from year 5 to Year 13 will move to their EEE at lunch time on their own Independently

### Safeguarding during EEE's

Whilst under the supervision of school staff during EEE's the GEMS Safeguarding Policy applies providing a safe and supportive environment for all. Any safeguarding concerns will be reported to the Designated Safeguarding Lead for the student and will be followed up appropriately ensuring the child's best interests are met.

### Siblings for students without a EEE

Please note we are not able to provide supervision for siblings of children who do not have a club. Parents will need to make arrangements for siblings not attending clubs to be collected at the normal pick up time.



### Pick up from EEEs

- Students from Year FS2 to Year 4 students will be dropped at the pick up area by the teacher of the club EEE at the timings advised in the EEE booklet
- Students from Year 5 to Year 13 can leave independently from the exit area advised in the EEE booklet
- There is no EEE pick up from the front of school. All students should be picked up via the sand carpark.

### Bus Service

- There is no after EEE bus service, therefore parents are expected to make alternative arrangements for their child to get home after their EEE has finished
- If your child takes the bus home from school and is attending an after school EEE, please ensure you inform STS or bus driver and nannie

### Late pick up from EEEs

- If for any reason you will be late for pick-up, reception and EEE teacher should be notified as soon as possible
- We run a “3 strike rule”. If late pick up happens once then a reminder will be given to the parent, if it happens a second time an email to the parent from the teacher will occur, If late pick up happens a third time then the students place in the EEE will be forfeited immediately.
- If any Year 5 to 13 students are left and not picked up 15 minutes after the end of the EEE, Security, EEE coordinator or Senior Leader will phone the parent or responsible adult and they will wait at gate 4 until they arrive.

### Canceled EEEs

- If a teacher is not able to run their EEE due to illness or any other exceptional circumstance, the school will aim to have the EEE covered by another teacher
- Only in extreme circumstances, if for any reason there is no teacher available, parents will be notified to collect their child from the regular school drop off area

### Behavior and expectations in EEEs

- Students are expected to display the same behavior at EEEs as they would in the regular school day
- Teachers will use ClassCharts to track behavior in EEEs
- Parents will be notified of any inappropriate behavior and if this persists the school reserves the right to exclude them for a set time or the remainder of the EEE sessions.



## External Providers (ESM)

### Introduction

- External Providers are partners who work alongside the school to offer paid activities that compliment our internal EEE programme
- ESM clubs should be seen in the same way as an outside academy. They are independent academies using WIS facilities to allow our students to access them directly after school
- ESM can be booked via their portal ([www.esmplay.com](http://www.esmplay.com)). All timetables and information will be available on GEMS Connect app
- When your child attends an ESM club, they are seen to be in the care of the provider until the child is handed over to the parent.
- Any issues that arise with ESM clubs should be contacted via ESM or the coach/teacher Direct

### Security & Child Protection

- Through ESM, full background & police checks from external clubs are done on all coaches/teachers
- If any issues arise with the provider or the coach please contact the EEE Co-ordinator in the first instance
- Whilst under the supervision of ESM or any external agencies the GEMS Safeguarding Policy applies providing a safe and supportive environment for all. Any safeguarding concerns will be reported to the ESM Designated Safeguarding Lead for the student and will be followed up appropriately ensuring the child's best interests are met.

### Payment

- Full payment should be made directly through ESM and the provider. No payment for ESM clubs will be taken by WIS
- Any refunds or catchup session will be organized by the provider and WIS takes no responsibility for this
- ESM providers set their own fees and WIS has no authority to decide these

### Drop off to ESM Activities

- Students in Year FS2 to Year 4 will be taken to the cafe by a teacher or LSA to meet the ESM teacher/coach
- Students in Year 5 to Year 13 should walk directly to the cafe to meet the coach
- Students should not go straight to the facility of their club

### Pick up from External Activities

- Pick up from ESM is the same as school EEEs
- Late Pick up from ESM external Activities - please see below



## Attendance and Communication

- If your child is not able to attend the ESM club please communicate directly with the provider
- If your child is in school but not attending the ESM club please inform their class/form teacher
- Please ensure the provider has your emergency contact details

## Late pick up from ESM Activities

- If you think you will be late to pick up your child, please contact the provider direct
- Please ensure you have a contact number for the provider that you can use when your child is in their care
- If you are late for pick up, your child will not be handed back to the school. The responsibility stays with the provider and the situation will be handled by their own individual policy

## If an ESM provider is late or does not arrive

- If an ESM provider is running late, students will stay with the ESM co-ordinator in the cafe until they arrive
- If an ESM provider does not arrive then parents will be contacted to come collect their child
- All refunds should be dealt with directly through ESM and the provider

## Equal Opportunities

All EEEs are advertised to parents & students, where barriers for participation exist we try to overcome these by:

- Running morning & lunchtimes clubs for those who have difficulties staying after school
- Running Open sports clubs for those students who don't make the school teams
- Requiring all EEE teachers to have a list of children with extra requirements in order to adapt of necessary

## Complaints Procedures

- If for any reason the school has a concern about a club, the EEE Coordinator and Head of School will raise this with the EEE teacher
- If the EEE teacher has any issues this should be raised with both the EEE Co-ordinator and their Head of Year/Head of School
- If a parent has a complaint regarding a EEE it should first be raised to the EEE Co-ordinator who will liaise with the Head of School & Head Teacher