



## The After School Programme at HeadStart International School, Phuket

### Introduction

- \* HeadStart International School runs an outstanding range of over 160 After School Programmes (ASPs) for our Primary and Secondary students.
- \* ASPs are free of charge and run from 3:30 - 4:20pm, Monday to Friday.
- \* ASPs are set at the beginning of the academic year and remain the same throughout the year with as few disruptions as possible.
- \* Primary and Secondary students can sign up to a maximum of four free ASPs per week. Parents may also register their child for additional fee paying classes. EAL ('English as an Additional Language') students can sign up for a total of five free ASPs.
- \* Additional fee paying programmes are available for students from Foundation through to Secondary. These activities are organised into four time slots as follows: 2:30-3:20 / 3:30-4:20 / 4:30-5:20 / 5:30-6:20pm. The programmes run from Monday to Friday and may be available on Saturdays. Fees are set at a standard 350 baht per session. Parents are invoiced by the term.
- \* There are no trial sessions for free ASP classes. Students should remain in the ASP class they have signed up to for the duration of term 1 or term 2 & 3. Students will not be allowed to change ASPs throughout the term unless a change has been approved by the head of the department and/or the ASP manager.

### **Booster Policy** \*Boosters are defined as academic support for students working below their age related expectations.\*

- \* **Primary Boosters** are provided for students needing to improve their academic performance in core subjects (EAL, English & Maths), and are considered mandatory. Boosters will be prepopulated in Engage and students with mandatory boosters will be blocked from signing up to any other ASP from 3:30-4:20pm. on that day.
- \* **Secondary KS3 Boosters** are provided for students needing to improve their academic performance in core subject (EAL, English, Maths & Science), and are considered mandatory. Boosters are determined by previous exam data and recommended by the Heads of Faculties. Students will be informed if they have been recommended for an academic booster prior to the booking period and will not be able to sign up to other ASP from 3:30-4:20pm on that day.
- \* **Secondary KS4 Boosters** are provided for students needing to improve their academic performance in all IGCSE subjects. Boosters are both determined by previous exam data as well as recommended by the Heads of Faculties. Students will be informed if they have been recommended for an academic booster prior to the booking period and will be able to determine, in discussion with their subject teachers, which ones to attend.

## Sign up Procedures

- \* ASP lists/options are posted on the HeadStart website as well as on the ASP bulletin board before the first week of term.
- \* Parents of Foundation and Primary students book their children's ASPs on line through the Parent Portal.
- \* Secondary students are able to book their own activities through the Student Portal.
- \* Activity allocations are subject to a computerised selection by Engage, the school software system. Sign-ups are not allocated on a first come, first serve basis.
- \* Parents and students who have missed the booking period, or need further support, can fill an ASP request form and hand it to the Admin staff in the front office who will determine whether there is a place available and help to sign the student up to the requested ASP.

## New students

- \* Students who join HeadStart (after ASPs have started) must wait for four weeks before signing up to any ASPs. Students must complete the 'settling-in period' which allows the Homeroom teacher or Head of Faculty time to assess the student and complete the *Settling in Report* which identifies whether the student needs EAL or academic booster support.
- \* In some cases, the Head of the department may allow the new student to sign up to activities immediately. The ASP manager will be notified of this decision.

## Class Size

- \* Each ASP has a regulated amount of students per class. Please refer to the chart posted on the website.
- \* In the case that an ASP class does not reach the required minimum amount of students, the ASP manager will contact parents to inform them that the class will not commence or continue.

## ASP Calendar

- \* Term 1: Online bookings open in the third week of term. ASPs begin Monday of the fourth week and finish one week before end of term.
- \* Term 2: Online bookings open in the first week of term. ASPs begin Monday of the second week and will run until the end of term.
- \* Term 3: ASPs continue from term 2, there is no online booking. IGCSE students and students who have completed academic boosters may sign up to new ASPs of their choice at the school office.
- \* ASPs do not run during holidays or on days that HeadStart is closed.

## Fee Paying Programmes Calendar

- \* Term 1: Online bookings open in the first week of term. Fee paying activities begin the Monday of the second week and finish in the last week of term.

- \* Term 2: Online bookings open in the first week of term. Fee paying activities begin the Monday of the second week and will run until the end of term.
- \* Term 3: ASPs continue on from Term 2. Students who are new to HeadStart may join an ASP if there are places available.
- \* Fee paying programmes do not run during school holidays or on days the school is closed.

## Academy Calendar

- \* Students wishing to try out for one of HeadStart's academies will be able to do so in the first week of term 1. Students will be notified by Friday if they have been accepted, and can begin the following Monday.
- \* Term 1: Academies begin in the second week of the term and run until the final day of term 1.
- \* Term 2: Academies commence from the first day of term and run until the end of term 2.
- \* Term 3: Academies begin from the first day of term and finish one week before the end of the academic year.

## Student Oversight & Pick Up Procedures

- \* **Foundation:** Students will be collected from their homeroom by the ASP teacher and brought to the ASP classroom or area. Parents should collect their child from the ASP class promptly at 4:20pm. Children who are not collected will be taken to the late pick up area where they will be signed in and wait for parents or guardians to collect them and sign them out.
- \* **Key Stage 1:** (Years 1-2): Students will be collected from their classroom by the ASP teacher and brought to the ASP classroom or area. Parents should collect their child from the ASP promptly at 4:20pm. The ASP teacher will accompany all remaining students to the Dining Hall where they will wait to be collected by a parent or guardian.
- \* **Key Stage 2:** (Years 3-6): Students are expected to make their own way to their ASPs between 3:20 and 3:30pm. Parents should collect their children from the ASP promptly at 4:20pm. The ASP teacher will accompany all remaining students to the Dining Hall where they will wait to be collected by a parent or guardian.
- \* **Secondary:** Students are expected to make their way to the assigned ASP area independently and are not required to wait in the Dining Hall afterwards.

## Cancellation of ASP classes

- \* HeadStart will avoid cancellation of ASP classes (except in the case of emergencies), in order to avoid disruptions to the routine. Should a teacher be absent, the head of the department will do their best to find a qualified replacement. If this is not possible, the head of the department will send the students to wait in the school canteen until they are collected by a parent or guardian.