



## **Embassy International School – Kraków**

**Extra- Curricular Activities (ECA) coordinator:**

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Conditions for Extra- Curricular Activities are as follows:

1. All extra-curricular enrolments, where possible, are on a “first come, first served” basis.
2. Successful applications will be confirmed by e-mail. Unsuccessful applications will be placed on the waiting list.
3. Activities will only take place if there are sufficient numbers to run the activity. In the event an ECA is cancelled due to lack of numbers, a notice will be send by e-mail.
4. The school reserves the right to refuse an application or exclude a participant if his/her behaviour has a negative effect on the activity.
5. Pupils who do not exhibit appropriate behaviours in extra-curricular activities will be asked to leave the class. Parents will be advised if a pupil is exhibiting inappropriate behaviour.
6. In the event of cancellation of an activity, Primary School parents will be contacted directly by telephone/ e-mail. Secondary pupils will be contacted via their class teacher.
7. If an activity needs to be cancelled, make up classes will not be arranged.
8. In the event of illness or injury, make up classes will not be arranged.
9. Pupils are not permitted to enter any of the ECA areas unless their tutor is present.
10. A pupil can ‘trial’ any paid ECA for the first lesson only, after this time the fee will be charged.
12. Payment for activities are to be made directly to the company leading the ECA, on a monthly basis. The exceptions are the Basic Polish Language for Foreigners and the English for Parents course as they are paid in the school office.
13. Pupils being picked up by a parent or guardian after an activity should be collected promptly at the classroom/facility specified.