



**British International School**  
of Ljubljana  
an Orbital Education School



# AFTER SCHOOL CLUBS POLICY



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## Introduction

### Our Mission

We provide a **high quality British style international education** in English, balancing tradition and innovation.

We aim to be the internationally recognised, **outstanding educational choice** for families in the region.

Our passion is creating a **positive, safe and nurturing learning environment** in which everyone is valued as individuals, empowering them to be versatile, motivated and caring people.

We will endeavour to **create opportunities** to develop creativity, collaboration and critical thinking skills through an **inclusive and personalised experience**.

### Our Values

**Excellence** - We strive for excellence in everything we do.

**Respect** - We learn at school by showing respect to everyone in the community

**Responsibility** - We are engaged, promoting actions and behaviours that support a sustainable future.

**Integrity** - We are transparent, honest and ethical in all our relationships.

**Compassion** - We are kind and caring, encouraging everyone to succeed.

## The Purpose of this Policy

This policy is intended to regulate the school's (herein referred to as BISL) provision of after school clubs.

## Rational

The After-School Clubs (ASC) programme at BISL should endeavour to contribute towards achieving the following goals:

- A balanced activity programme for each child that encompasses Body, Mind and Soul. Activities should contribute towards the student achieving a sense of wellbeing.
- Provide a holistic educational experience that celebrates the unique talents and passions of individuals.
- Embrace the opportunities offered by the host country, its language, culture, traditions and history.
- Celebrates and promotes global internationalism to ensure that students leave BISL ready to become members of a global community, well prepared for life in a rapidly changing world, e.g., Model United Nations, Eco Club, Amnesty Club, any language learning.



- Exploits the opportunities provided by digital technology, in particular a virtual learning environment, to promote an individualized approach to learning and to foster collaborative teaching and learning, e.g., IT, coding, gaming, e-sports, Minecraft, robotics etc.

### **BISL commit to providing;**

- where possible, activities should be offered in all sections of the school: EYFS, Primary and Secondary
- ASC's from external providers who have public liability insurance.
- ASC's (including supervised play) will run from 3-3.40pm. This differs from Extended Supervision (Early Years only) which runs from the end of the school day until 4.30pm.

Where possible, BISL should work towards offering an extensive range of co-curricular activities, drawing from the following areas:

- Academic clinics/clubs and/or discussion groups, study skills.
- Art and craft
- Charity/Community/volunteering
- Creative- film club, photography, film making.
- Business and Enterprise (e.g., Young Enterprise)
- Debating/public speaking/oracy/leadership (e.g., MUN, TEDx)
- Environmental/Green activities
- Games (e sports, gaming, and board games, including chess)
- Foreign Language learning.
- Life Skills (e.g., cooking, practical maintenance skills, financial awareness, and knowledge)
- Performing Arts (e.g., choir, plays)
- Sport
- STEM activities (including coding)

### **Responsibilities of teaching staff**

- There is a requirement for each member of the teaching staff to provide one club per week after school.
- Where possible, clubs should aim to have an end product that students can work towards- e.g., presentation to parents/school/section of the school, baking club cake sale, sports club fixtures or tournament (including inter-house), drama or musical performance, online video or newsletter article. It is important also that the activities are great fun and students want to do them.
- Teachers cannot offer ASC's on Tuesday or Wednesday due to department meetings and continued professional development training. Teachers are not expected to offer after-school clubs on a Friday, due to low student turnout, but can do so if they wish.
- If a teacher is unable to run their scheduled after school club due to illness or other unavoidable events, they should endeavour to find a replacement member of staff to



run the club for them. In the unlikely event that a club is cancelled, it is the club leader who is responsible for informing parents. Notice of cancellation should be given as early as possible to avoid disruption.

- The teacher leading the club is responsible for the health and safety of the students in the club and any communication with the parents regarding concerns about attendance or behaviour.

### **Responsibilities of Parents**

- To communicate directly with the club leader about their child's attendance (absence) and other matters relating to the after-school activities.
- To ensure that students are picked up on time. In case of an emergency late pick-up, inform the school reception as soon as possible.

### **External providers**

- It is Orbital Group policy that after school activities provided by an external provider should be covered by their own public liability insurance.
- BISL will advertise external clubs and if applicable, provide space for the club to be held.
- The external provider is responsible for contacting parents if the club is cancelled or postponed. Payment for the club should be made by parents directly to the external provider.

### **Student involvement**

- It is recognised that by empowering students to take an active role in developing a balanced programme of activities, they are likely to be more active participants. BISL students should therefore be given the opportunity to suggest ideas for ASC's. This should happen towards the end of the academic year and be used as a template for club choices starting in term one.

### **Communication**

- Good communication of information regarding ASC's is particularly important. BISL will advertise all ASC's on the website a week before they begin, the school will also inform parents about the activities that will be included in the club and how to sign up for them.

### **Policy Review**

This policy is to be reviewed every two years although any suggestions and/ or amendments will be considered on their merits.

Prepared by: Mel Hitchcocks, Principal and reviewed by SLT

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**Reviewed: September 2025.**

Date of next review: September 2027.

