



**British International School
of Timisoara**

We Provide the Foundation on Which Our Children Can Flourish

School Policies

**After School Programming Supervision
policy**

Approved by: Head of School

Date: Dec 2024

Last reviewed by: School Leadership Team

Date: Dec 2024

Next reviewed by: School Leadership Team

Date: May 2025

Afterschool Supervision Policy

General

British International School of Timisoara is a coeducational private international school offering a British-style education and accepting children aged between 4 and 18.

British International School of Timisoara offers its students a truly international experience through a British-style curriculum and adheres to the guidelines of the Council of British International Schools, Cambridge Assessment International Education, and the International Baccalaureate Organization. Our qualified, internationally-experienced and dynamic educators teach all subjects in English, with the exception of the lessons of Romanian, which are being taught by qualified and engaging local teachers.

Our Vision

*We provide the Foundation on which our Children can Flourish
Inspiring our students to Learn and Live with Purpose*

Our Mission

Building a community of learners where students are given meaningful opportunities to learn, experience, grow, succeed and excel in all areas of their academic and personal development

Our Core Values

*We Think, We Explore and We Learn
We Listen, We Respect and We Care
We Speak Up, We Participate and We Strive*

At BIST we want to ensure that all members of our community understand and adhere to our school ethos and values. Rules and regulations will be in place to protect all members of the community and to give everyone equal opportunities for development and progress.

Introduction

Student safety at BIST is a top priority. In order to provide children with a safe recreational environment, the following policy sets out a code of conduct for teachers to follow. One of our aims at BIST is to ensure students are supervised at all times during the school day.

Purpose

This policy is intended to be read together with the Student Supervision Policy, providing specific information with regards to programming during after school hours.

Information for Parents and Students

Communication concerning After School

To ensure efficient communication regarding the After School program, please use the email address afterschool@britishschool-timisoara.ro for all related inquiries. This will help us respond promptly and accurately to your questions and concerns. Information on enrollment each Term and any additional information regarding afterschool programs will be sent to parents by the Afterschool Coordinators.

Afterschool Programs Attendance and Pick-Up

If your child is in school on a given day, but will not attend their afterschool program, please send an email specifying this information to your child's class teacher with afterschool@britishschool-timisoara.ro in CC.

*BIST is committed to child protection and safeguarding and promoting the wellbeing of all students.
We expect staff, parents, volunteers, visitors and the students to share this commitment.*

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It is essential that we are informed in order to ensure that students are released at the appropriate time and not considered missing by school staff. Additionally, if your child is going to be picked up by another responsible adult or is permitted to leave school on their own following afterschool programming, the appropriate form must be filled out and submitted to the school office with afterschool@britishschool-timisoara.ro in CC. In the case of a one-off permission which only applies to afterschool programming, a copy of the authorized person's identification must be emailed to afterschool@britishschool-timisoara.ro before 3pm on the given day.

Timings and Procedures

After School clubs can last either one hour, from 16:00 to 17:00 or one hour and a half, from 16:00 to 17:30. From 15:35 or 15:45, depending on the Key Stage, Primary children with clubs wait in the Studio, where the club provider will pick them up and escort them to the club location. Secondary children will go directly to their respective club location on their own. Both student and provider are to arrive at the club location by 16:10.

If you would like for your child to have a school snack for after school, please contact Primirest at bist@deligroup.ro

At **17:00 or 17:30**, students will be escorted to the school gate, where a responsible adult will supervise them until they are picked up. If, **by 17:10 or 17:40**, a child has not been picked up, we will take them to the School's office and promptly **contact their parents**. We would like to emphasise the importance of punctuality. Students who are regularly picked up late following afterschool programming may not be permitted to enroll in the following Term's afterschool provision.

School re-entry after clubs

Children and parents will not be allowed to go back inside the school after the club provider has brought them to the gate, as there are no staff on supervision duty in the building after school hours. Students may not be unsupervised inside the School Premises. Please note that club providers will remind and insist on children picking up their belongings before they leave the school.

Off-Campus Clubs

Some after school clubs occur off-campus. All of the rules and regulations within this policy apply in full to these clubs as well.

Student Behaviour in Clubs

The Primary and Secondary Behaviour Policies are in full effect during afterschool programming. However, as outside providers may not have accounts on SchoolBase, any C warnings issued may be input within 3 working days by the Afterschool Coordinators. In case of repeated infractions, students may be prohibited from enrolling in further afterschool programming.

Complaints

The school's Complaints policy is in full effect with regard to afterschool programming, however in the first instance any issue or complaint should be raised directly with the Afterschool Coordinators at afterschool@britishschool-timisoara.ro, before escalation via the Head of School, etc.

Cases of extreme gravity (including Safeguarding issues) should be presented to the Head of School immediately (or school DSL in case of Safeguarding issues).

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Information for Afterschool Clubs Providers

Registration

Club providers are responsible for taking and maintaining daily registration records.

Cover

Whenever possible, club providers will arrange cover if they are unable to attend on a given club day. However, if sufficient cover is unable to be provided, the club will be cancelled and this information will be communicated to parents by email. Club providers are responsible for notifying the school of these cases by 12:00, at which time parents will be notified regarding any cancellation. Cancelled club hours will be compensated, either with extended club hours in future weeks, or additional sessions.

Safeguarding

School's policies regarding safeguarding and wellbeing apply fully during the After School programming. All afterschool providers are expected to be familiar with and follow school policies.

- In case of an accident or emergency, afterschool providers have a school contact number to call immediately.
- While accidents can happen, we expect providers to be vigilant at all times.
- Children must never be left unsupervised.
- To maintain appropriate supervision, club providers must never be alone in a classroom with just one student. If providers find themselves in such a situation, they will conduct the session in an open space like the Primary library or the canteen.
- All communication between club providers and parents will be conducted through school.

Identification badges and Visitors

As a part of school policy staff and external clubs providers must always wear their identification badge visibly. Students must also be aware that visitors always wear a visitor badge. At all times visitors on campus must be accompanied by a staff member. If a staff member on duty notices a visitor unattended, or without a visitors' badge, they must approach them immediately, find out who they are and why they are on campus, and take them to the front gate to take a visitor's badge to wear, arranging for another staff member to accompany them as needed whilst they are on campus.

Review

This policy will be reviewed by members of the School Leadership Team on yearly basis, or every time there is a change in the procedure.

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