



Ramkhamhaeng Advent International School

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Afterschool Policies and Procedure

After- School program is a support program designed to enhance students' performance for both academic and non - academic areas. After-school tutorials are held on campus with the approval of the after school coordinator. Special tutorial sessions arranged personally by teachers with the student inside the campus is not allowed. Students, Parents and teachers are expected to bear with the following Guidelines and Policies.

In - School after school Guidelines for Parents

1. Parents of students who are eligible for after school study program are requested to sign a registration form together with the agreement of the policies and procedure in the PR office.
2. "Study Now, Pay later" will be implemented for the mean time as COVID 19 situation is unpredictable., so parents are requested to fill out the registration form with their preferred number of sessions per quarter and pay to the finance department at the end of the quarter on the given date..
3. Cost of each class can be seen in the Application and payment form.
4. Failure to comply with payment obligation on due time will be subject for cancellation of afterschool schedule and reservation in the succeeding quarters. Reserve slots or schedules will be given to others.
5. One session is equivalent to 1 hour class. Half an hour class will not be accepted.
6. If parents wish to extend their child's after school schedule, the PR office should be notified as early as possible to arrange the schedule with the teacher.
7. In case of an emergency where the student cannot attend or absent, the PR should be notified as soon as possible on cancellation of class.
8. Parents will be informed immediately when the after school teacher will cancel the class.
9. If the student is around the campus and failed to show up, the teacher will mark the student as present, except when the student or the parent officially cancelled the class.
10. In case of unavoidable circumstance which hinders the session from taking place, a make-up class will be scheduled to cover the missed one.
11. Only excuse absences will be considered for make-up class.
12. Students that are in different grade levels will not be allowed to be in the same group class for core subjects' classes.
13. After School classes are conducted from Mondays- Fridays except for Thursdays due to the schedule of faculty meetings. Session begins at 2:45 pm and ends at 4:00pm for Mondays through Wednesdays. Friday session begins at 2:05 and Ends at 3:05. Overtime classes are allowed as much as agreed by parents.
14. Parents are encouraged to guide their child in following the new normal guideline for after school classes.(see the attached new normal guidelines)
15. Any concerns and queries on after school matters, you may contact the after school coordinators or PR staff to this number (02) 370-0316-7 extensions- 102, 262,324.

School Arrange (outsource) after school program policies for Parents

1. Students are allowed to attend the class only when registration and payment is made in the PR section.
2. No pay, No study policy is strictly applied. Parents are required to pay the full course.(See the full course price indicated at the application form).
3. In case of an emergency where the teacher cannot attend or absent, make up class will be arranged to cover the missed schedule.
4. In the same way, when a student is absent due to sickness, a medical certificate or recommendation from the school nurse must be presented to avail makeup class.
5. Unexcused absences will not be considered for make-up class.
6. All communication should be done through PR in-charge.
7. All outdoors and sports afterschool classes are on hold until further notice from the Government.

Revised: July 2020

Accepted and Agreed:

Name and Signature of Parents

Date

August 17, 2020