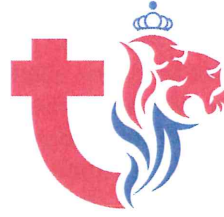


**ENGLISH
INTERNATIONAL
SCHOOL OF TUNIS**
British Curriculum



EIST Enrichments and After-school clubs Policy 2025-2026

Revised Date:	April 2026
Next Review Due:	August 2027
Policy Reference Number:	EIST 2026 EASCP Ver.2

Introduction:

The English International School of Tunis (EIST) has a commitment to providing a high-quality, holistic education that enables every student to thrive academically, socially, and personally. As an inclusive and forward-thinking international school, we recognise that learning extends far beyond the classroom.

Our diverse student community is supported through a broad and balanced curriculum enriched by a wide range of opportunities designed to nurture curiosity, creativity, and individual talents. We believe that every learner has unique strengths and interests, and it is our responsibility to provide meaningful experiences that allow these to flourish.

Enrichment is a key component of our educational provision. Through a variety of extracurricular activities, clubs, projects, and events, we aim to deepen students' learning, promote independence, and develop essential life skills such as collaboration, leadership, and resilience. These opportunities support our vision of preparing students to become confident, responsible, and globally minded individuals.

At EIST, enrichment is not an addition but an integral part of the learning journey, ensuring that all students are inspired, engaged, and empowered to achieve their full potential.

Aims & Objectives :

- To try a range of activities and pursuits that will help them choose leisure activities for future life.
- To experience activities they may not otherwise encounter, to acquire and develop new and existing skills.
- To build confidence , wellbeing and creativity.
- To encourage children to develop friendships between age groups and work together collaboratively.

Delivery of Afterschool Programme :

Some are led by members of staff who have a passion for and expertise in specific areas. They are very generously giving their time after school.

Other clubs are delivered by experts and specialists.

What do we offer ?

We offer a varied and challenging programme of Afterschool activities for children across the school , including Pottery , Sport , Music , Robotics, Languages and homework Clubs .

Parents and pupils receive a brochure of Clubs at the beginning of the year or each term to ensure they choose Afterschool clubs they are interested in . We also offer a trial week for clubs as we want to make sure the child as well as the parent is fully interested in and are then confirmed at the end of the first week of each term . In Term 1 this may be extended to the second week of Term . Not all clubs run each term. The front Office along with the school liaison Manger will then share a personalised club schedule for each pupil to enable Parents to organise transport for the end of each day accordingly.

Procedures:

Our Afterschool clubs leads are responsible for managing the Club opportunities and work closely with the respective Front Office and the Finance Team. The Executive Principal oversees this and ensures any third party providers are checked for suitability, following school policies and have been both Police and safeguarding checked. This allows us to run safe , efficient , sustainable ,relevant, fun and high quality enrichment provision.

Organisation of Enrichments:

- In primary these run every Monday , Tuesday, Wednesday , Thursday and Friday from 16:00 to 17:00 .
- In secondary we have Islamic studies and Orchestra every Monday and Thursday from 16:00 to 17:00

- Each Afterschool Club runs for one term and sometimes more.
- A new Programme of Afterschool clubs is offered in the Autumn, Spring and Summer Terms of each Academic Year.

Booking and Paying Clubs :

In the first week of each Term, the booking of Clubs will be managed by the respective Front Office. Afterwards, our Finance department will then confirm the choices for each child on the last day of the first week of Term.

Places for externally run clubs are booked and paid for directly to school, Finance will issue invoices to parents directly for this. If a club has a fee, the payment for this must be made at the time of booking being confirmed for a full term. This will be refunded if a pupil decides not to participate / or changes his mind about a club. The money will be placed in his balance.

Registration:

A register is taken by the school liaison manager and marked in an excel sheet that she shares with the Finance department as well as the Front Office , at the start of each session. If a child is absent but the club organiser has not been reliably informed, the club support adult will ask the school office to attempt to contact a parent by phone.

Absences:

Parents are requested to inform the club leader and the school liaison manager one day in advance if their child is unable to attend one of the sessions but will be in school i.e. they will leave campus earlier than expected. If pupils are absent from school the clubs lead must inform the relevant activity leader and the school liaison manager.

Attendance :

It is expected that all pupils will commit to a full term of a chosen clubs. Parents are requested to inform the school liaison manager if their child wishes to leave the club before the end of term. Pupils will not have the opportunity to swap during the term as each club has a maximum number of participants.

Cancellation:

A club should only be cancelled after discussion with the Clubs Lead. Activities will only be cancelled as a last resort if no staff member is able to cover the absence of a club leader . On very rare occasions where it is necessary to cancel a club:

- Parents will be notified, in advance, of any session that needs to be cancelled
- If an activity needs to be cancelled on the day itself eg, due to the unexpected illness of the leader, the school will notify parents, who may be required to collect their child earlier if no alternatives are available
- Should an activity be cancelled at the last-minute, each club leader will supervise the children until all children have been collected
- **In the event of an externally run club being cancelled at short notice, parents will be informed by a member of the Front Office (school liaison manager or admission department).**

Supervision and Safety:

The school places a high priority on the safety and wellbeing of all students during enrichment activities. At the end of the school day (3:30 p.m.), students are escorted from their classrooms to the designated

collection areas by teachers and teaching assistants, who provide active supervision until 3:45 p.m. A clear handover procedure is in place to ensure all students are accounted for at all times.

Students attending enrichment clubs are then safely transferred to their respective activities. Those participating in activities such as football or dance are escorted to changing areas before the session begins. All other students remain in the canteen under staff supervision until collected by the club leader. Enrichment sessions begin at 4:00 p.m., and students are expected to have eaten their snacks beforehand.

All enrichment activities are supervised by appropriately trained staff, and registers are taken to ensure accurate attendance. Risk assessments are in place for each activity, and staff follow the school's safeguarding and health and safety policies at all times. This ensures a secure, well-managed environment where students can participate confidently and safely.

- Siblings of children attending clubs are to be collected as usual at the end of the normal school day. Neither the school nor the enrichment leader is responsible for the supervision of siblings.
- A qualified First-Aider will always be on school premises for the duration of club sessions.
- All Third party leaders have CPD regarding school policies they need to follow, they also provide a police check and complete safeguarding training prior to starting any new enrichment offer.
- All school policies and procedures operate as usual as part of our Enrichment Programme.

Collection of children from Enrichments:

- Activities are planned for the full duration of each enrichment; sessions will often end with some "tidy-up" time, therefore parents are asked not to collect their child early unless by pre-arrangement or in exceptional circumstances.
- Parents should ensure they collect their children promptly at the end of each enrichment from the assigned entrance.
- Children who are not collected on time will be taken to either the canteen or the school liaison manager stays with them until collection.
- If children are routinely collected late from a club, parents will be contacted to discuss this situation and may be invoiced to cover the cost of any staff member who has to be on campus outside contracted hours.

Charges for Enrichments:

- The cost of Enrichment is kept to a minimum to ensure access for all children.
- Enrichments run by school staff are free of charge - Like the Islamic club, French , and Choir.

Payment :

- Externally run: Where a charge is made, payments should be paid directly to Finance for the whole year in advance as soon as the invoice has been received.
- School Run: They are free of charge.

Behaviour :

We expect all children to behave in an appropriate manner and any unacceptable behaviour will not be tolerated. All students are expected to follow the school's behaviour policy and demonstrate respect towards staff, peers, and the school environment at all times during enrichment activities.

Positive behaviour is actively promoted and reinforced by all staff. Clear expectations are communicated at the start of each session, and students are encouraged to take responsibility for their own behaviour and choices.

In the event of inappropriate behaviour, a consistent and fair approach will be applied in line with the school's behaviour policy. Depending on the nature and severity of the behaviour, the following steps may be taken:

Sanctions Ladder:

1. **Verbal reminder / warning** given by the club leader
2. **Second warning** with clear explanation of expected behaviour
3. **Time-out within the activity** or temporary removal from the group
4. **Removal from the club session** and referral to the Head of Department or Senior Leader
5. **Communication with parents/carers** for repeated or serious incidents
6. **Exclusion from enrichment activities** where behaviour does not improve or poses a risk to others

Where necessary, immediate action may be taken if a student's behaviour compromises the safety or wellbeing of themselves or others. All incidents are recorded and followed up appropriately to ensure consistency and safeguarding of all students.

Health and Safety Considerations:

Prior to starting a club all external providers are given induction CPD which includes relevant policies, health and safety expectations, first aid procedures in school and safeguarding. This is explained and talked through by the Enrichment Lead/DSL.

All External Providers will ensure that:

- They have all medical details and contact numbers for children attending the Enrichment.
- They are familiar with the school's Policies for safeguarding, Behavior and Health and Safety.
- They have up-to-date permission slips from parents, including any medical or other special needs and agreed arrangements for travelling home.
- They have completed, and submitted to the Enrichment Lead, the appropriate risk assessment for their club.
- A full register is maintained for each session (Leaders to pass their Register back to the front office after each session) .
- Appropriate clothing is worn for all clubs plus any other kit that is required.
- All resources and any necessary preparations have been organised ready for the club to start promptly at the specified time.
- The school and parents are informed of any change in arrangements.

Leaders of school-run activities will ensure that :

- Their club finishes promptly at the specified time. The same duty of care as at the end of the school day is expected. She/he should inform the school liaison manager and Principal of any child who is regularly collected late. This could result in a child being prevented from remaining in, or joining a club.

Enrichment Leads will:

- Ensure all enrichment leaders are given a full induction, including a walkthrough of this and all other relevant policies and risk assessments. Risk assessments are signed by each lead ahead of the club taking place.
- (With the Head of HR) that relevant police checks are completed and details are recorded on the school's single Central Register.
- All leaders are clear about the expectations of the school regarding their role.
- A minimum level of adequate supervision is agreed and followed for each activity.
- Procedures (Safeguarding and Health & Safety) and expectations (Behaviour) are followed
- Risk assessments are in place for each club .
- There is always a member of school staff and a trained First Aider on the premises whilst clubs are taking place.

For External Providers : (as above plus)

- Safeguarding, child Protection and Prevent certification has been completed/renewed annually.
- All external providers are given a full induction, including a walkthrough of relevant policies and risk assessments. Risk Assessments are agreed and signed by each provider, and counter signed by the Executive Principal ahead of the club taking place.
- Provider certification for the area of expertise is provided, checked and copied for our records.
- Provider insurance documents are provided, checked and copied for our records.
- All leaders are clear about the expectations of the school regarding their role.
- A minimum level of adequate supervision is agreed and followed for each activity.

Inclusion:

All enrichments are fully inclusive and all children are encouraged to participate in them. If a child has special or medical needs information will be shared with the leader and any necessary arrangements agreed.

Complaints:

If Parents are concerned about any aspect of an after-school club, they should follow the EIST complaints procedures as usual.

Clubs for KS1 & KS2

2025-26 CLUBS

Student name :
Class :
Receipt number :

3.45 - 5pm	Y1 - Y2 - Y3	COST PER YEAR	TICK HERE
Mondays and Wednesdays	Football Club	1200 dt	
	Dance Club	1200 dt	
Tuesdays and Thursdays	Hands-on activities : - Term 1 : Baking - Term 2 : Jewellery making - Term 3 : Pottery	1200 dt	
	Robotics	1200 dt	
Thursdays	Islamic Club	Free of charge	
	French Club	Free of charge	
Fridays	Homework Help	1200 dt	



Clubs for KS3 & KS4



2025-26 CLUBS







Student's name :
Class :
Receipt number :

3.45 - 5pm	Y4-Y5-Y6	COST PER YEAR	TICK HERE
Tuesdays and Thursdays	Football Club	1200 dt	
Tuesdays and Thursdays	Dance Club	1200 dt	
Mondays and Wednesday	Hands-on activities : -Term 1 : Baking -Term 2 : Jewellery making -Term 3 : Pottery	1200 dt	
Mondays and Wednesday	Drama	1200 dt	
Mondays and Wednesday	Robotics	1200 dt	
Thursday	Islamic Club	Free of charge	
Thursday	French Club	Free of charge	
Friday	Homework Help	1200 dt	

Stage	Day	Club name
All Primary	Monday	Dance Club
Year 2 and Year 3	Monday	Team Sports
Year 4, 5 and 6	Monday	Football Club
All Primary	Tuesday	Art Club
All Primary	Tuesday	Pottery
All Primary	Tuesday	Baking Club
All Primary	Tuesday	Jewellery Making
All Primary	Tuesday	Tailoring
All Primary	Tuesday	Drums
Year 1 and Year 2	Thursday	Club de Français
Year 3 and Year 4	Thursday	Club de Français
All Primary	Thursday	Drama and Speaking Club
Year 5 and 6	Thursday	ICT Club



Afterschool Clubs

Monday	Tuesday	Wednesday	Thursday	Friday
 Football + Dancing 	 Pottery	 Football + Dancing 	  French Islamic studies Robotics Orchestra  	 Homework

Notes: Clubs take place daily from 4:00 p.m. to 5:00 p.m. Students are encouraged to bring a small snack at 3:30 p.m. as no additional food will be provided before sessions

Policy Prepared By:
Name: DJEBBI Hanene
Date: 30/04/2026
Signature:

Executive Principal	Head of Education
Mr Zied Ben Ghorbel	Ms Jacqueline Johnson
Date:	Date:
