

Excelsior Recreational Activities

Terms and Conditions

1. Enrolment

Excelsior Recreational Activities (ERA) is a subcommittee of the Excelsior Public School P&C Association. In order to enrol in ERA activities, parents need to submit an application form online. Submitting an application form does not imply automatic enrolment: the activity co-ordinator will contact parents to confirm whether the student can be offered a place for the activity of their choice.

Applications open in December for the following year with the exact date confirmed via the school newsletter, the school website or other means of communication such as notes or emails.

2. Drop off and pick up

Children enrolled in an ERA activity are only supervised during class times. ERA teachers are not responsible for them outside those times. Children must be dropped off and picked up on time when attending classes.

3. Personal Information

- All personal information provided to the ERA committee is treated as confidential and details will not be disclosed to persons outside of the ERA committee or P&C Executive without your written permission.
- ERA co-ordinators must be notified of any changes in your personal information that would be needed in the case of an emergency i.e. telephone numbers or change of name.
- the P&C and its subcommittees use online technology to manage communication, payments and other processes (on platforms such as Google forms, the school website, online banking, email). Whilst we take all possible care to protect personal information, the P&C or it's associated subcommittees cannot be responsible for possible loss or damage due to fraudulent action from a third party that is beyond the P&C's control.

4. Supervision and Code of Conduct

Excelsior Public School's student welfare and discipline policy is extended to the ERA committee as well as its activities, therefore students, teachers, parents and volunteers are expected to act accordingly.

ERA Code of Conduct

All students involved in ERA activities must agree to follow the code of conduct whilst participating in ERA lessons. ERA Participants will:

- Be kind and courteous at all times;
- Pay attention when the teacher is speaking;
- Be respectful to school property and the property of others;
- Talk to the teacher, adults and children in an appropriate manner;
- Keep their hands and feet to themselves

Students will not:

- Be disruptive;
- Engage in rude or inappropriate gestures or noises;
- hurt schoolmates by pushing, shoving, scuffling or fighting;
- tease or bully schoolmates;
- leave the group without telling the teacher where they are going.

By agreeing to the ERA Code of Conduct students are aware of the appropriate behaviours expected of all children who participate in ERA activities. Excelsior Public School's discipline policy will be enforced with any student who fails to abide by the ERA Code of Conduct.

5. Payment

- ERA activity fees are payable for the full term at the beginning of the term. Activity co-ordinators will communicate dates, amounts and reminders as appropriate via email.
- Payments are made by electronic bank transfer to the ERA account. No cheque or cash is accepted, and teachers cannot accept payments on behalf of the ERA.
- Activities are run by the term and no refund or make-up classes can be offered if a student misses a lesson (including for exams, sickness, holiday or school related activities).
- Under exceptional circumstances where a student misses more than 3 consecutive weeks of lessons for reasons beyond their control, ERA may be able to offer a credit for the following term or for another activity. This is decided by the committee at ERA meetings. Parents should inform the co-ordinators as early as possible of the circumstances for their request to be considered.

6. Miscellaneous

- Each activity offered by ERA may carry specific conditions of participation. These will be clearly communicated by the activity co-ordinators and the ERA teachers. Those conditions form an integral part of the general ERA Terms and Conditions.
- Should any parent or student be unhappy with, or have concerns about, any matter related to ERA activities, they should immediately inform the teacher, activity co-ordinator, ERA convener, or the P&C President as suitable.

Please don't forget that ERA is run entirely by parent volunteers who give up some of their (precious) time to provide all students at Excelsior with fun extra-curricular activities. We appreciate your support and patience.

Any profits made by ERA goes back to the P&C and therefore back to the school for the benefit of all students and the school community.