Sharjah American International School

2026 - 2027

SAIS AFTER-SCHOOL ACTIVITIES (ASA) POLICY

Abu Dhabi Branch

PURPOSE

SAIS After-School Activities (ASAs) provide students with safe, engaging, and enriching opportunities beyond the regular school day. All ASA staff, parents, and students are expected to follow this policy to ensure sessions run safely and effectively. ASA will run on Mondays and Tuesdays starting on September 21st 2026 and run for 10 weeks, offering 20 sessions.

TEACHER RESPONSIBILITIES

ASA teachers are responsible for the safe supervision and delivery of their activity.
Teachers must:

- Provide the resources and materials needed to run their ASA, unless otherwise agreed in advance.
- Collect registered students from their classes at 2:50pm Monday and Tuesdays.
- Create and maintain an Excel attendance sheet for their ASA group and complete attendance at every session.
- Remain with students until every student has been collected.
- Contact parents if a student has not been collected by the required collection time.
- Inform the ASA Coordinator as soon as possible of any concern, incident, or late collection.
- If absent from an ASA session, arrange and deliver a make-up session for the missed activity.

PARENT RESPONSIBILITIES

Parents are responsible for ensuring their child is registered, prepared, and collected on time.
Parents must:

- Make full payment before ASAs begin.
- Collect their child no later than 4:00 p.m. on Mondays and Tuesdays.
- Ensure that the ASA teacher has up-to-date parent contact details.

SUPERVISOR RESPONSIBILITIES

- Inform ASA teachers if a registered student is absent from school.
- Inform ASA teachers if a student has been collected early or will not attend their ASA session.
- Support ASA teachers with any immediate supervision or student-welfare concerns.
- Report significant concerns to the ASA Coordinators.

ASA COORDINATOR RESPONSIBILITIES

The ASA Coordinator is responsible for the overall organisation and oversight of the ASA programme.
The ASA Coordinator must:

- Allocate appropriate rooms and spaces for each ASA.
- Ensure ASA teachers receive relevant information about their activity, students, rooms, and expectations.
- Address major parent concerns or complaints related to ASAs.
- Be available during ASA sessions to support staff, students, and parents when needed.
- Monitor the effective and safe operation of the ASA programme.

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LATE COLLECTION

Students must be collected by 4:00 p.m. on Mondays and Tuesdays. Where a parent is late, the ASA teacher must remain with the student and contact the parent immediately. Repeated late collection may result in the student's place in the ASA being reviewed.

TEACHER PAYMENT

Teachers who take 1-4 students will receive 70% of the actual fee amount at the end of the ASA sessions.
Teachers who take 5 or more students will receive 60% of the actual fee amount at the end of the ASA sessions.