



The British School

Caroline Drumm
Principal

P.O. Box 566, Jhamsikhel, Patan
Kathmandu, Nepal

9th August 2022

Dear Parents & Students,

Co-curricular activities Selection Letter -

Block 1: August 2022 to Dec 2022

Please find the information regarding co-curricular activities (Term 1 & 2), including details of signing up, procedures and guidelines for extracurricular activities.

Activities are provided by both internal and external teachers/coaches. We are looking at running 40 co-curricular activities for primary students and 50 co-curricular activities for secondary students. There is no charge for activities offered by our own school staff. Those run by external coaches will be charged as set out below and will need to have a minimum number of students to run. The charge is per term per student in Nepali Rupees.

EXTERNAL PROVISION:

Primary		Secondary	
Tennis	2,600	Tennis	2600
Zumba	1500	Table Tennis	2500
Table Tennis	2500		
Ballet	2500		
Gymnastic	2600		
Karate	2500		
Cricket	1500		
Breakdance	1500		

We shall continue to review the co-curricular programme in the next academic year, working within the COVID guidelines. Thank you again for your cooperation.

29th August: Clubs begin (Week 3)
Monday 26th September – Friday 7th
October Term Break - no clubs
Monday 24th October - Friday 28th
October – no clubs
9th December - last day of clubs for Term 1 & 2

Details of how students and parents should sign up for clubs can be found overleaf.

Co-curricular activities department.

Patron: H.E.The British Ambassador

Telephone: 977-1-5421794, 977-1-5422012, e-mail: tbs@tbs.edu.np website: www.tbskathmandu.org

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How to sign up for Term 1&2 (Block 1) Co-curricular Activities

All sign up forms are on one easily accessible web page. To access the booking, please click the link below:

[Parent Portal](#)

1. Once you have reached the Engage Portal site, please login using your Engage username and password.
2. Please click on '**Book Activities**' located just below your child's photograph.
3. Now select each child individually (if you have more than one) and select the correct Academic year **2022/23** and finally click on **Term 1&2**.
4. Choose the day on which you see your child's year group.
5. You will now be able to choose from the range of clubs.
6. There will be a couple of options for your child's year group and it will be a lottery system. There is no guarantee that your child will get a club on each day.
7. The sign up will open at 5pm on Monday 22nd August and close at 5pm Thursday 25th August.
8. You will receive a confirmation email on Friday, 26th August by 2pm.
9. You will be able to check the activity for your child on the Engage Parent Portal thereafter.
10. If, for whatever reason, you are unable to respond via the parent portal please contact skhanal@tbs.edu.np for the parent portal and atiwari@tbs.edu.np for the activities.

As always, we encourage full attendance at the activities once they are selected. Those who do not attend regularly without a valid reason will be removed from that club list (if they miss 3 sessions) and the place given to a student on the waiting list. Organizing the co-curricular activities system is a huge task and would not continue to run so well without the support of all parents. We appreciate this and we are always open to any feedback that you can give (atiwari@tbs.edu.np).



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Frequently asked Questions & Guidelines for co-curricular activities

1. How do parents/students select co-curricular activities and how do they work? They take place from 2.30-3.30pm (primary) and 3.30-4.30pm (secondary). Block 1 runs in Term 1 & 2, Block 2 in Term 3 and Block 3 in Term 4. The swimming club for primary will be till 4 pm and for secondary till 5pm.
2. How do we actually sign up? We have the information above. We have a [Parent Portal guide](#) that should make the process more efficient.
3. Is there a charge for activities? Activities offered by school staff are usually provided without charge as part of the school's core offer. If external providers are used, the charge is linked to their costs.
4. What are the expectations of students during activities? It is important that students know they are expected to follow the same rules and show the same respect to coaches and the leaders as they would to their class teachers. We will talk to children and their parents if they seem to be struggling to cope with their behavior in the activities but we expect this to be rare.

Finally, we hope this information sheet helps parents and children understand how co-curricular activities work.

If there is anything else we could clarify please email (atiwari@tbs.edu.np) and if you do have suggestions we would welcome them and we will do our very best to put them into action.

Thank you to all parents for suggestions and support!

Co-curricular Activities Department

August 2022