

# The British School



Caroline Drumm  
Principal

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

28th March 2023

Dear Parents & Students,

## **Block 3 Co-curricular activities Selection Letter –April 2023**

Please find the information regarding co-curricular activities (Term 4), including details of signing up procedures and guidelines for extracurricular activities.

We are introducing co-curricular activities in Term 4 for KS1 and up (Year 1- Year 13). Also, we will be mixing year groups in the activities (largely in YG pairs) in Term 4. Secondary clubs will be for Key Stage groups. Sign up is for both internal and external activities at the same time. We are looking at running around 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:

#### **Secondary**

Tennis	3500
Handball	2000
Table Tennis	2500
Cricket	1500
Table Tennis	3500

### Dates:

- Co-curricular activities will run from Monday 24th Apr – Friday 23rd June
- 24th Apr : Clubs begin (Week 3)
- May Mid-term Break is 25<sup>th</sup> to 27<sup>th</sup> May and there will be no clubs
- 23<sup>rd</sup> June is the last day of clubs for Term 4

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

Kind Regards,

Co-curricular Activities Department.

Patron: H.E.The British Ambassador

Telephone: 977-1-5421794, 977-1-5422012, e-mail: [tbs@tbs.edu.np](mailto:tbs@tbs.edu.np) website: [www.tbskathmandu.org](http://www.tbskathmandu.org)

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## How to sign up for Term 3 (Block 3) 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 4**.
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 activities.
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 10 pm on Thursday 30 th March and close at 3pm Wednesday 19th April.
8. You will receive a confirmation email on Friday, 21st April by 9 am.
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 [atiwari@tbs.edu.np](mailto:atiwari@tbs.edu.np) for the parent portal and 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 and we are always open to any feedback that you can give ([atiwari@tbs.edu.np](mailto: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 3 blocks usually run for about 10 weeks.
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](mailto: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

March 2023