



Internal regulations

SECONDARY SCHOOL

School year 2024/2025

Updated on 30/06/2024

These internal regulations apply to all Extra-Curricular Activities proposed by the International French School, in addition to the internal regulations of IFS.

The aim of the ECA is to give IFS students the opportunity to develop their skills and potential through sporting and non-sporting activities and/or competitions.

REGISTRATIONS

- All parents will receive an email regarding the launch of registration.
- Parents can register for activities via the [EDUKA](#) portal available from **Thursday 05/09/2024 (7.30pm) to Tuesday 10/09/2024 (midnight)**.
- Each enrolment, once validated by the ECA department, is fixed and definitive.
- Concerning sports activities: for teaching and safety reasons, sessions can only accommodate a limited number of students.
In exceptional circumstances, a student may change category (upgrading authorised under certain conditions).
- In the event of insufficient numbers the proposed activity may not be offered.

Sports activities	Non-sport activities & pedagogical workshops
<p>Provisional start: from 16/09/2024 to 28/09/2024 (the student will have the opportunity to unsubscribe or change activity during this period)</p> <p>Activity period: from Monday 30/09/2024 to Saturday 14/06/2025</p>	<p>Activity period: from Monday 23/09/2024 to Saturday 14/06/2025</p>

- **Selection procedures for sports activities:** see description of each activity ([ECA website](#) or on [Eduka](#)).

FEES AND PAYMENT

FEES

- Prices for each activity are available on Eduka or on the ECA website.
- The Parents' Committee will, within the limits of its budget, provide financial assistance for each student receiving a grant up to the amount of the grant for an annual session of an extra-curricular sporting or cultural activity. This deduction will be calculated automatically on the ECA invoice.
- Sports uniforms are compulsory when the child is representing the school at local or international competitions. It is the responsibility of the family and is available from the IFS shop (Campus AMK3000).
- Families are also responsible for "specific" clothing related to the activity practised (e.g. football shirts with numbers, swimming trunks, rugby shirts with numbers, etc.).
- It will be possible to place orders at the start of the activities. Families will be informed in advance.
- Families may be asked to contribute to the registration fees for certain events, including educational workshops.

PAYMENT

To facilitate the administrative management of the volume, the ECA are paid by direct debit (GIRO). If you do not yet have a GIRO, you can create one in just a few minutes: [Click HERE to find out more about the detailed procedure.](#)

Only registrations made within the required deadlines and for which direct debit is active (GIRO) will be validated.

You can check the status of your GIRO directly from your Eduka Parent Portal / Billing section. Existing GIROs can be reused from one year to the next if you have not cancelled them with your bank.

For newcomers to Singapore: you can set up your GIRO once your local bank account has been opened.

Invoices will be available on EDUKA on **07/10/2024** in the Billing portal.

⚠ Access to extracurricular activities (and travels) may be refused in the event of non-payment of ECA invoices, and/or in the event of unpaid school fees from one year to the next and/or from one term to the next, for as long as the unpaid fees remain unpaid.

NEW PARENTS

- Pour les nouveaux arrivants à Singapour : vous pouvez faire la mise en place du GIRO une fois que votre compte bancaire local est ouvert.

ARRIVALS DURING THE YEAR

Registration for activities is possible throughout the year, subject to availability. If you join during the year, registration can be confirmed if the GIRO has already been set up prior to registration.

Billing is done based on the following rules:

- Registration after 30/09/2024 and until 01/02/2025: 100% billing (no pro-rata)
- Registration from 03/02/2025 onwards: invoicing at 50%.
- Registration from 12/05/2025 onwards: invoicing at 25%.

REFUNDS

Any activity started must be paid for and cannot be reimbursed. No refunds will be made during the year in the event of bad weather, haze, absence or withdrawal of the student, or exceptional cancellation of a session (teaching meeting, public holiday, home based learning, etc.).

Refunds will only be made in the event of permanent withdrawal from an activity due to a medical problem or permanent departure from the school:

- 50% until 02/02/2025
- 25% between 03/02/2025 and 27/04/2025

There will be no pro-rata refunds or refunds from **Monday 28/04/2025**.

A medical certificate will be requested from the family as proof.

⚠ Any activity stopped for medical reasons during the year cannot be resumed.

INSURANCE POLICIES

It is up to the parents to subscribe for their children to:

- **CIVIL LIABILITY INSURANCE;**
- **A PERSONAL ACCIDENT INSURANCE**

For its part, IFS subscribes to two insurance policies, which are only intended, if necessary, to supplement the insurance taken out by the parents:

- ***PUBLIC LIABILITY INSURANCE:***

It covers legal liabilities to third parties, including students, in the event of bodily injury and/or material damage, in circumstances where IFS is held liable. It does not in any way cover the personal responsibility of parents, so we strongly recommend that you take out a Personal Liability policy, which provides compensation when IFS is not considered responsible (for example, it would not be covered if two students “bump” into each other in a rush).

- ***PERSONAL ACCIDENT INSURANCE:***

This insurance policy is provided by the school as an additional benefit, this is not a legal obligation. It would complement the family’s health insurance policy in the event that the latter would not fully cover the family’s medical expenses. The school’s policy would then cover the difference.

This policy covers, amongst other things, certain medical expenses resulting from an accident occurring in the context of activities organised by the IFS. This insurance does not cover damage to objects such as glasses.

ABSENCES

- Any absence of your child must be justified. Three consecutive unjustified absences will result in the permanent exclusion of the ECA (except in case of sickness or injury, on presentation of a medical certificate).
- If the activity leader is absent, he/she will be replaced or the session will be postponed to a later date.
- Students are authorised to leave the school if the activity is cancelled due to the absence of the coach/instructor, in which case parents will be informed by email.
- In the event of severe bad weather at the start of or during a session (storm warning, closure and flooding of terrain/tracks), an alternative solution will be offered to students.

RESPECT FOR OTHERS, RULES, EQUIPMENT

- All participants must respect the ideas and people present during the activities. Physical violence and verbal aggression will not be tolerated.
- Punctuality and respect for timetables: students are only looked after for the duration of the activity.
- Respect for others (students, opponents, referees, team-mates and teachers). Failure to comply with this rule may result in a temporary or permanent exclusion from the activity.
- Respect for equipment and the environment: any equipment damaged or lost will be invoiced by IFS.
- Students must not bring or leave jewellery, valuables, smartphones, tablets, etc. in the changing rooms. We decline all responsibility in the event of loss or theft.
- Appropriate clothing and sports shoes are required for sports activities. For outdoor activities, students must wear clothing suited to the weather conditions.

❖ Operating rules before and after sessions:

- Students who do not have an ECA will not be allowed to stay in the school except for those who wish to work in 3C only until 6.30 p.m. (not in courtyard G or in classrooms).
- For those who have an ECA, you will have to go to 3C (to work or read) while waiting for your activity to start.
- Once the activity has finished, students must leave the school immediately and are not allowed to stay beyond the time needed to change and collect their belongings.
- No student will be allowed to return to the school after 5.15 p.m., except in exceptional circumstances.

⚠ In the event that students do not respect these rules and regulations, IFS reserves the right to cancel the student's ECA registration, temporarily or permanently, without refund.

STUDENT'S COMMITMENT - COMMUNICATION

- Participation in the ECA is a commitment, which is why any student selected or called upon for various tasks (organisation, refereeing, coaching) related to their activity undertakes to carry out their role to the end.
- Students' photos and videos taken during activities may be used on the IFS website and Facebook/Instagram pages and/or on the ECA Instagram page or website.
- Children whose authorisation for image rights has not been granted in EDUKA will not be photographed or filmed during activities and other events linked to the ECA without the written agreement of their parents.