



Afterschool Policies and Procedure (For Parents)

After-School program is a support program designed to enhance students' performance for both academic and non-academic areas. After-school tutorials are held on campus with the approval of the afterschool coordinator. Special tutorial sessions arranged personally by teachers with the student(s) inside the campus are not allowed. Students, parents, and teachers are expected to abide by the following Guidelines and Policies.

In - School after school Guidelines:

- 1) Parents of students who are eligible for an afterschool study program are requested to sign a registration form together with the agreement of the policies and procedure in the PR office.
- 2) Please register and pay the afterschool fee **"before"** the afterschool class schedule begins.
 - a) If you wish to register on the day of the afterschool class, the registration form and payment must be submitted **before 1:00 PM on the same day**. Please send the proof of payment and registration through the PR Afterschool LINE.
 - b) Registrations and payments received after 1:00 PM will **not be accepted for that day's class**. The student will be enrolled and **allowed to attend the next scheduled session the following week**.
- 3) Please see the attached Application and payment form for **costs and payment** details.
- 4) Failure to comply with payment obligation upon registration will be subject to cancellation of the afterschool seat. That Slot or schedule will be given to other students. Registration and payment together serve as parents' confirmation.
- 5) One session is equivalent to a 1-hour class. Half an hour class will not be accepted.
- 6) If parents wish to extend the after-school schedule for their child/children, the PR office should be notified as early as possible so that an arrangement can be made with the concerned teacher.
- 7) In case of an emergency where the student cannot attend or is absent, the PR should be notified as soon as possible of the cancellation of class.

- 8) Parents will be notified if teachers cannot attend the after-school class due to urgent leave.
- 9) If the student is around the campus and fails to show up during the after-school class, the teacher will consider the attendance as present.
- 10) In case of unavoidable circumstances which hinder the session from taking place, a make-up class will be scheduled to cover the missed one(s).
- 11) Only excused absences will be considered for make-up class.
- 12) Students who are at different grade levels will not be allowed to be in the same group class for core subject classes.
- 13) After-School classes are conducted from Mondays - Fridays except for Thursdays due to the schedule of faculty meetings. Sessions begin at 3:00 pm and end at 4:00 pm for Mondays through Wednesdays and Fridays. Overtime classes are allowed if agreed by the parents.
- 14) Any concerns and queries on after school matters, you may contact the afterschool coordinators or PR staff at this number (02) 370-0316-7 extensions-102.
- 15) Please note that **Private afterschool classes consist of one-on-one sessions and a group consists of two students and above.**
- 16) **School Van** – students who register for afterschool classes will not be allowed to use the school van service, especially on the return journey.
- 17) The Fees structures are:
 - Private = 900 baht**
 - Group = 700 baht**
 - Music private = 1000 baht**
 - Music group = 800 baht.**
- 18) When parents agree to register, it also signifies that parents agree with the afterschool policies and procedures.
- 19) For any withdrawals after the enrollment, please refer to the applicable “Withdrawal and Refund” policies.

Reviewed and revised: July 2026