

Purpose

The purpose of Guidelines for afterschool Programs is to provide clarity and guidance to after school community.

Extra-curricular activities (ECA) are activities that take place outside regular class teaching and yet are related to student learning. As such, they fall within the scope of the school curriculum.

ECA should have the following functions:

1. reinforcing classroom learning and allowing students to put their knowledge and skills into practice;
2. facilitating the teaching of certain skills and the inculcation of certain values which may present difficulties in a formal classroom setting;
3. promoting students' personal development by broadening their interests, developing their potential and providing opportunities for character formation and leadership training;
4. promoting students' social development by offering opportunities for the broadening of their social experiences, the practice of social skills and the internationalisation of moral and social values; and
5. making school life more challenging and interesting.

Responsibilities of ECA Co-ordinators

General duties of ECA Co-ordinators In the prevailing school system, there is the established post of 'ECA Coordinator'. He/she is responsible for organising the ECA of the school, helping to arrange and to coordinate inter-school activities and major school functions. He/she participates in the setting up of goals, directions and policies for the implementation of ECA.

Activity planning

The ECA co-ordinator is responsible for drawing up a yearly plan for ECA in school. He/she needs to coordinate both intra-mural and extra-mural activities, bearing in

mind the time schedule and the arrangement of facilities. It is important to ensure that students enjoy a well-balanced school life through their participation in ECA. The yearly plan is normally planned during vacation. When school starts, the ECA Co-ordinator should consult other teachers-in-charge of the activities, fine tune the yearly plan, work out the timetable and ensure that it is implemented. Nonetheless he/she should be flexible and be alert to any need for adjustment as and when required.

Manpower planning

The ECA co-ordinator should also pay attention to the performance of the teachers/coach-in-charge with a view to providing them with assistance and encouragement. The school may set up an ECA committee in this regard to help the ECA Coordinator with his/her work.

Training and support

The ECA co-ordinator is responsible for promoting the ECA of the school. He/she should participate in setting up school clubs and in promoting new activity plans.

Evaluation and appraisal

The ECA Co-ordinator should design an evaluation and appraisal system for the proper assessment of various school clubs, staff and student performance. This will help improve the planning of future activities. On the basis of such evaluation, the ECA Co-ordinator should submit a report to the school principal at the end of the school year.

These program structures must be intentionally designed to promote the school **mission and goals** for children

The Guidelines were designed to support the afterschool program and providers that serve Nursery to class 6 children out-of-school-time hours. This includes programs

that focus on positive youth development; academics; expanded learning opportunities; health, fitness; creative expression etc depend on the availability of staff.