



British International School Kuala Lumpur

After School Activities **FAQ**



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Frequently Asked Questions (FAQ) After School Activities (ASA)

Question: Which days are ASAs on?

Answer: Tuesday & Wednesday (Thursday & Friday are optional)

Question: What time are ASAs?

Answer: 2:30-3:30pm

Question: When are ASA letters handed out?

Answer: ASA letters are usually handed out in the 2nd week at the beginning of each term

Question: When do ASAs begin?

Answer: ASAs usually begin in the 3rd – 4th week of each term

Question: When do ASAs finish?

Answer: ASA's usually finish 2-3 weeks before the end of each term

Question: Is transport provided after ASAs?

Answer: Bus services are only available at 3:40pm for ASAs on Tuesday and Wednesday only.

Question: What is the ASA enrolment process like?

Answer: Parents receive an ASA letter to select their options based on 1st, 2nd and 3rd preferences. These letters are returned to the Reception desk, numbered and students are registered based on **1st COME 1st SERVE** basis.

For example, if Student Z's filled ASA letter is No.1 in the queue of returned letters, Student Z would most definitely be enrolled into his/her selections as all clubs would be empty at this point. However, if Student Z is no. 100 in the queue, he/she might not get his/her club selections because they might be full at this stage.



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Question: What happens when a club my child has selected is full or has reached maximum capacity?

Answer: If a club is full or has reached maximum capacity, a student will be allocated to his 2nd choice followed by the 3rd choice. For example, Student Z selects Football Club as 1st choice, Taekwondo as 2nd and Board Games as 3rd. If Football Club is full, Student Z will be allocated to his/her 2nd choice, which is Taekwondo. If Taekwondo is full, Student Z will be allocated to his/her 3rd choice, which is Board Games. If Board Games is full, Student Z's parents will be contacted via phone/email to make a new selection.

Question: What is the maximum capacity for a club?

Answer: The maximum number of students allowed to join a club varies. The maximum capacity is usually determined by the numbers of teachers and space available for each club in order to maintain quality teaching / coaching.

Most clubs like Football, Basketball, Dance, Drama, Art & Craft, Sewing, Board Games and Computer typically have a maximum capacity of 20 students.

Maximum intakes for other clubs: Taekwondo (35), Tennis (25), Golf (14).

Question: How do I ensure my child gets his/her 1st choice selections for ASAs?

Answer: The enrolment process is based on FIRST COME, FIRST SERVE. To improve your child's chances of getting his/her selected clubs you will have to hand in a completed ASA letter to Reception Desk as soon as possible.

Question: How will I know when my child's ASA selection is confirmed?

Answer: An ASA Student List will be emailed to all parents a week before ASAs begin. Fees for paid ASAs must be settled within that week. Allocated clubs for each student are considered finalised then.



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Question: Can I change my child's ASA after it is confirmed?

Answer: Unfortunately this is not possible as each students' allocated clubs are FINAL and requests for changes are usually not considered unless under extreme circumstances.

Question: Can students change their ASA after each term?

Answer: YES. Students can select different ASAs each term. They will go through the enrolment process where letters are handed out, filled in and returned every term.

Question: Are fees for Paid ASAs i.e. Taekwondo, Swimming, Tennis, Badminton & Golf fixed each term?

Answer: YES. Fees for Paid ASAs are fixed each term irrespective of the number of weeks (not Pro Rate). The average number of ASA weeks each term is 9.

Question: When and how do I make payment for Paid ASAs i.e. Taekwondo, Swimming, Tennis, Badminton & Golf

Answer: Payment for Paid ASAs should be made a week before ASA's begin. Failure to do so will result in the student being allocated to their 2nd/3rd choice ASA that is free of charge. Parents can make payments at the Reception Desk through our accountant Daniel, or admin Emma/Kaelyn.

Question: If my child is absent for a Paid ASA lesson, can he/she get a replacement lesson or ask for a prorate fee?

Answer: Failure to attend a Paid ASA lesson will not be compensated or reimbursed.

Question: Will I need to inform anyone if my child is not able to attend an ASA for a certain day?

Answer: YES. You will need email the Class Teacher and the ASA Coordinator in advance explaining their absence.



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Question: Will my child need to be dressed appropriately for Sport ASAs such as Tennis, Football etc.?

Answer: YES. A water bottle is mandatory and the necessary attire for Sport ASAs is mentioned below.

Please note: students should come to school in uniform and change to appropriate attire before the ASA.

Football, Tennis, Badminton, Golf – School PE kit and Sport, Running or Futsal Shoes.

Swimming – School Swimming Trunks / Suit, Cap and Goggles.

Taekwondo – Taekwondo Uniform (purchased through instructor on the 1st lesson)

Question: Will ASAs be replaced if it falls on day of a public holiday?

Answer: Only days for Paid ASAs (Taekwondo, Swimming, Tennis, Badminton and Golf) will be replaced if it falls on a public holiday. Replacement dates are usually announced by email a week before the holiday.

Question: Who should I contact if I have any problems and queries related to ASAs?

Answer: You should contact the ASA Coordinator. The person holding this role in the school is **Mr. Edmund Tan** who is also in charge of the Physical Education department. He can be contacted at

edmund.tan@britishschool.edu.my

