



THREE KINGS SCHOOL

PROCEDURE FOR OUTSIDE OF SCHOOL SPORTS ACTIVITIES

PURPOSE

To provide rationale and clear guidelines for the approval and organisation of extra curricula sports activities, for Three Kings School students teams outside of school hours.

1. The Parent/Sports Group present a proposal/letter discussing the reasons and organisation of the Sport's Activity to the Three Kings School Sports Coordinator – Brian Keith, for consideration.
2. The school Sports coordinators and SLT will consult and a decision made that best suits the wider organisation of the school's sports activities.
3. Communication on the decision for the request will be provided to the parent/sports organisation in writing by the Sports Coordinator.

GUIDELINES

1. A proposal will not be considered unless it is submitted within a suitable time-frame that allows for the school to consider the proposal. Should the proposal be agreed on, the timeframe must allow for at least 1 month notification to parents of the sport's activity.
2. Information / newsletter of the activity to students and parents/caregivers must be submitted to the Principal for authorisation prior to distribution.
3. Distribution of information/newsletters related to the outside activity is to be coordinated with the Sports coordinator and Management via the office.
4. Payment of fees for the activity must be made by the students, before the activity can proceed.