



HeadStart ECA Policy & Procedures 2026 - 2027

HeadStart International School is committed to nurturing the interests and needs of our community. We are proud to offer an outstanding selection of extracurricular activities per week, which include sports, creative arts and design clubs, STEAM clubs, modern foreign languages, academic boosters, extension programmes, instrument lessons, and sports academies.

ECAs at HeadStart run on both campuses, Monday through Friday, with HeadStart's sports academies and some fee-paid programmes running on Saturdays.

ECAs are set at the beginning of the academic year and continue for the duration of the year with as few disruptions as possible.

On weekdays, ECAs are organised into the following time slots:

- 14:30-15:15 - ECA Timeslot 1 –Foundation ECAs
- 15:30-16:20 - ECA Timeslot 2 –HeadStart ECAs / Fee Paid ECAs / ECAs with External Providers
- 16:30-17:20 - ECA Timeslot 3 –HeadStart Fee Paid ECAs / ECAs with External Providers
- 16:30-18:00 - Academy Timeslot - HeadStart Academies / ECAs with External Providers

*On Friday, ECAs begin and end 20 minutes earlier.

ECAs do not run on weekends immediately before or after a school holiday, whole-school events (e.g., International Day), or days when the school is closed.

HeadStart ECAs

HeadStart ECAs are led by our full-time teaching staff. These sessions run throughout the academic year and follow the ECA calendar.

This list of activities include academic boosters, first language boosters, creative clubs and some sports.

Primary and Secondary pupils are offered two HeadStart ECAs without charge.

Selecting more than two HeadStart ECAs is allowed at an additional cost, if places are still available, and only after the booking period at the start of term. Trial sessions are not offered for HeadStart ECAs; commitment for Term 1 or Terms 2 & 3 is expected.

The fee for an **Extra HeadStart ECA** is set per term and remains the same rate, regardless of when the pupil is enrolled.

Fee Paid Programmes

Fees for fee-paid ECAs are determined at the beginning of each academic year and published on the school's website. Fees vary depending on the programme.

Free Try Out Sessions may be offered at the beginning of a term, although these are not guaranteed for every programme. Parents are encouraged to carefully consider their selection before enrolling their child in a fee-paid ECA. Once enrolled, pupils are expected to commit to the programme for the duration of the term.

Parents are invoiced twice per academic year: once in Term 1 and once for Terms 2 and 3. Once an invoice has been issued through the Parent Portal, it cannot be cancelled or amended.

There is no pro-rata fee for pupils joining an ECA after the start of a term. The only exception applies to new pupils joining HeadStart in Term 3, who will be charged 50% of the Terms 2 and 3 fee.

No refunds, school credits, or fee adjustments will be provided for missed classes, partial attendance, or if a parent or pupil withdraws from an ECA before the end of the term.

Parents must complete a new booking during each ECA registration period. Enrolments do not automatically roll over from Term 1 into Terms 2 and 3, unless the programme is part of a course leading to an external examination.

Children who are not enrolled at HeadStart International School may participate in selected fee-paid programmes that take place after 16:30 or on Saturdays. Non-HeadStart participants will be issued a Weekend ECA Pass upon successful registration.

Types of Fee Paid ECAs

HeadStart Fee Paid ECAs are led by our full time or part time HeadStart Teaching Staff. These ECAs include our Football, Swimming, Basketball, Dance, LAMDA, Robotics, Foundation Clubs, Hobby Crafts, Languages (Thai / Russian / Mandarin).

Fee Paid ECAs with External Providers usually take place on campus but may occur at an external venue. Outsourced programmes are selected by the Director of ECAs and approved by the CEO.

Non-HeadStart teachers and coaches involved in these programmes are vetted by ECA Management and are qualified to teach their subject, sport, or skill. The External Programme Coordinator communicates directly with the Director of ECAs or the ECA Manager regarding the content and limitations of the programme.

Duty of Care

The duty of care for Foundation and Primary students has been clearly defined for all ECAs operating in each timeslot. For fee-paid programmes delivered by external providers at an off-site venue, responsibility for the students transfers to the provider from the moment the students leave the school premises.

ECA Class Size

To ensure quality and safety, ECAs have a minimum and maximum number of pupils allowed. This number is pre-set within the booking software.

If an ECA has fewer than the minimum number of pupils booked or enrolled, it will be cancelled. The ECA Manager will contact affected individuals and help find an alternative solution.

Booster Policy

Boosters provide academic support for pupils working below age-related or exam-related expectations. They are designed to help pupils achieve the expected level. HeadStart offers booster sessions in all core subjects for pupils in Years 3 to 9, as well as IGCSE, BTEC, and A Level subjects for pupils in Years 10 to 13.

A pupil is assigned to a booster by the Head of School or Head of Faculty based on previous exam results or assessment data. **Boosters cannot be selected by parents or pupils.** Pupils are 'pre-enrolled' into a booster before the online booking opens. Newly enrolled pupils are not immediately placed into boosters unless recommended by the Head.

Parents of pupils identified as needing a booster will be notified by email. Secondary pupils will be notified by the Head of School or Head of Faculty for the subject. Pupils will not be allowed to sign up for another ECA during the same time slot.

If a pupil no longer needs to attend a booster, the Head of Primary or the Head of Faculty will email the parent to inform them, and they will be allowed to select another HeadStart ECA in its place.

Academic boosters are classified as 'HeadStart ECAs' and count towards a pupil's two free ECAs. Pupils assigned to two or more boosters will be allowed to select one additional club or sport from the available HeadStart ECAs at no additional charge.

Many Year 10 IGCSE boosters and Year 12 A Level boosters start in Term 2.

Year 11 IGCSE and BTEC, Year 12 AS Level and Year 13 A Level boosters end after their final exam. In this case, pupils may sign up for available activities for the remainder of Term 3.

AEN - Additional Educational Needs

Pupils are offered individually tailored support through our AEN Programme.

The Head of School and the AEN Coordinator will communicate with parents of a pupil identified as needing additional support. Pupils will be pre-enrolled into these sessions and should not enrol in any other type of ECA at this time.

VAPPs – Very Able Pupil Programmes

VAPPs are enrichment programmes designed for our highest-performing, A-A* pupils from Year 5 to Year 13. Heads of Faculties will invite pupils to enrol based on previous exam or assessment data. VAPPs are offered in addition to a pupil's 2 free HeadStart ECAs.

VAPPs cannot be booked through the Parent or Pupil Portal; they are pre-enrolled by the ECA Manager before the online booking opens.

If you are unsure whether you are eligible for a VAPP, please contact the Head of Primary, Head of Secondary, or Head of Faculty.

If your child has been booked into more than one VAPP or a timeslot that clashes with another programme, or they have no interest in enrolling, please contact the ECA Manager and Head of Faculty to inform them and have the session removed from their timetable.

Booking & Enrollment Procedures

All ECAs are booked through the Parent Portal. The booking period is open for a predetermined timeframe, as announced by email and on the school's website.

Before online booking opens, pupils may be pre-enrolled in Academic Boosters, English as an Additional Language (EAL) after-school sessions, Additional Educational Needs (AEN) programmes, Very Able Pupil Programmes (VAPPs), and selected Academies.

Secondary pupils may book their own free HeadStart ECAs through the Pupil Portal. However, all fee-paid programmes must be booked by a parent or guardian through the Parent Portal.

Before each booking period, a list of available ECAs for the upcoming term will be published on the school's website and displayed on the ECA bulletin board. Activities will also be visible on the Parent Portal several days before booking opens.

To ensure the stability of the booking system, **booking is opened in phases** during the first two weeks. Although the booking page may appear open (green), parents may only book during their child's designated booking window.

All ECAs are allocated on a **first-come, first-served** basis, subject to availability. Parents who miss the booking period may add their child to the waiting list, which is managed in order of entry from the date of ECA enrolment.

Parents requiring amendments to an existing booking, or assistance with the booking process, should contact the ECA Team.

Chaofah City Campus: eca.city@headstartphuket.com

Cherngtalay Campus: eca.north@headstartphuket.com

New pupils are welcome to enrol in ECAs from their first week at HeadStart, subject to availability.

Booking Phases Explained

Booking Phase 1: Admin pre-enrolls boosters, VAPPs, EAL & AEN.

Booking Phase 2: Online booking is open to Parents & Secondary pupils. Parents and Secondary pupils can select up to two Free HeadStart ECAs. Only Parents can select Fee Paid Programmes.

**This booking phase is broken up into smaller groups of users for 24- 48 hours each to prevent overloading the portal.*

Booking Phase 3: Online booking is open to Parents & Secondary pupils. Parents and Secondary pupils can adjust and add to their selected ECAs. Only Parents can select or adjust Fee Paid Programmes.

Booking Phase 4: Booking is open to ECA Admin until the end of Term, allowing them to make adjustments as needed. Parents wishing to enrol their child in a 4th or 5th 'HeadStart ECA' should contact the ECA Manager.

ECA Booking Schedule

Term 1: ECAs are booked over the first and second week of term. ECAs begin in the third week of term, and invoices for fee paid ECAs are raised in the Parent Portal at the end of that same week. Parents must pay ECA fees within one week of receiving the invoice. Unpaid fees may result in their child losing their place in the ECA.

All types of ECAs finish at the end of the penultimate week of Term 1.

Term 2: ECAs are booked during the first week of term. ECAs begin in the second week, and invoices for fee-paid ECAs are raised in the Parent Portal at the end of that same week.

All types of ECAs finish at the end of the penultimate week of Term 2.

Term 3: No online booking; ECAs continue from Term 2 and begin on the first day of term.

All types of ECAs finish three to four weeks before the end of Term 3, allowing HeadStart Staff to end the academic year smoothly with reports, meetings, and school events.

Registers

Registers are taken at the start of every ECA session. The register shows all pupils who are enrolled on the Portal. Pupils who show up to an ECA but are not on the register should be sent to the ECA Office, where a member of the ECA Team will help to check their timetable, contact their parents, or correct their enrollment on the portal.

Behaviour

Pupils should adhere to the same standard of behaviour expected at HeadStart throughout the school day. In cases of repeated misbehaviour, an ECA teacher will contact the parents to inform them. If unwanted behaviour continues, the pupil will be removed from the ECA, and their place will be forfeited. Teachers will follow HeadStart's discipline policy for all behavioural issues.

Oversight & Pickup Procedures

Foundation

Pupils are collected from their homeroom by the ECA teacher and taken to the location of their class or activity. At 15:10, parents should collect their child from the ECA location promptly. Pupils who are not collected will be taken by the ECA teacher to the Foundation late pickup area, where a parent or guardian must sign the pupil out.

Years 1 & 2

Pupils are collected from their homeroom by the ECA teacher or a designated adult and brought to the location of their class or activity. Parents should collect their child from the ECA location promptly at 16:20. Pupils who are not collected will be taken by the ECA teacher to the dining hall, where a parent or guardian must sign the pupil out.

Years 3 to 6

Pupils are expected to make their own way to their ECAs between 15:20 and 15:30. Parents should collect their child from the ECA location promptly at 16:20. Pupils who are not collected will be taken by the ECA teacher to the dining hall, where a parent or guardian must sign the pupil out.

Secondary

Pupils are expected to make their own way to their ECAs independently. They will be dismissed after the lesson and should follow regular school procedures for pickup times and locations.

Secondary Pupils collecting younger siblings

Foundation and Primary pupils are only allowed to leave the school campus if they are collected by a parent or authorised adult.

If a parent would like their Secondary child to collect a younger sibling after school at 15:20, or after an ECA at 16:20, they must collect a permission form from the Admin office to request authorisation for this arrangement.

Once authorised, the information will be added to the back of the Secondary sibling's school pass. The Secondary sibling must show the back of their school pass to the supervising adult in order to collect their younger sibling.

Academy Information and Try Outs

HeadStart runs an academy programme for high-performing pupils who train and represent the school in football, basketball, and swimming as *HeadStart Panthers*, or in dance or creative arts as *CAPA HeadStars*.

Tryouts for pupils wishing to secure a place in one of HeadStart's academies are held in the first two weeks of the academic year. Pupils will be notified if they have been accepted into an academy.

Pupils who join HeadStart mid-year can arrange a tryout session with the Head Coach of the academy to assess their eligibility.

Academy fees are set by the CEO and do not follow the same fee rates as ECAs.

Academy Schedule

Term 1: Academy tryouts run in the first week of the term. Academies begin on the first day of term (with their current members) and run until the penultimate week of Term 1.

Term 2: Academies start on the first day of Term 2 and run until the penultimate week of Term 2.

Term 3: Academies start on the first day of Term 3 and finish three to four weeks before the end of the academic year.

Responsibilities of the ECA Teacher / Provider

The ECA Teacher is responsible for the safety and well-being of students in their class for the duration of the ECA period and until they have been collected by a parent or brought to the designated late pickup area and handed over to another responsible adult.

Take registers at the start of every session, for safety and tracking purposes.

Contact parents regarding continued or unknown absences.

Organise a suitable replacement and class plan in the event of teacher absence.

HeadStart Camps

The ECA Team also organises Mini Camps and Holiday Camps during school holidays and mid-term breaks. These programmes may be staffed by HeadStart employees, external teachers, coaches, or specialist providers, depending on the nature of the activities.

Camp activities are primarily held on HeadStart campuses but may also include educational trips or events in partnership with external venues and organisations. All camps are advertised through the school's official communication channels, and a separate registration and booking process is implemented for each programme.