

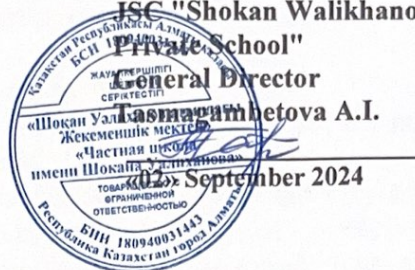
APPROVED

ISC "Shokan Walikhanov
Private School"

General Director

Tasmanymbetova A.I.

05 September 2024



Rules for visiting clubs and sections of the Shokan Walikhanov Private School for the 2024-2025 academic year

1. General Provisions

- 1.1. These Rules have been developed on the basis of the Law of the Republic of Kazakhstan "On Education" dated July 27, 2007, Sanitary and Epidemiological Requirements for Educational Facilities (Order of the Minister of Health of the Republic of Kazakhstan dated August 5, 2021 No. ҚР ДСМ-76), the School Charter;
- 1.2. The rules for attending clubs and sections (club activities) are approved by the order of the General Director of the Partnership.
- 1.3. Management of the activities of the leaders of clubs and sections (associations) is carried out by the Deputy Director for Educational Work.

2. Objectives

- 2.1. The objectives of the clubs and sports sections are:
- organizing the activities of students outside of school hours;
 - developing the civic position and creative activity of students;
 - organizing work with gifted children;
 - developing and improving research skills;
 - developing students' physical activity;
 - instilling the need for a healthy lifestyle.

3. Basic Provisions

- 3.1. The work of the clubs is carried out in accordance with the program or calendar-thematic plan, drawn up by the leaders of the clubs and sections.
- 3.2. The programs and plans of the clubs and sections are agreed upon at the school's methodological council and approved by the order of the school principal.
- 3.3. The results of the work of the clubs and sections are summarized throughout the year in the form of concert numbers, exhibitions, competitions, extracurricular activities on the subject and school scientific and practical conferences, participation in olympiads and other events, contests and competition of various levels.

4. Operating hours of clubs, sports sections

- 4.1. The working hours of the clubs are the afternoon, according to the approved schedule of clubs and sections (associations);
- 4.2. The number of students in a club or section may be from 6;
- 4.3. The duration of classes in a club or section is determined according to the program or plan, guided by the norms of SanPiN for age criteria;
- 4.4. The schedule of classes is drawn up by the club activities manager under the supervision of the deputy director for educational work for the half-year and approved by the order of the school director. Changes to the schedule are made only upon agreement with the school administration;
- 4.5. Each Student has the right to attend free of charge no more than 4 academic hours per week according to the list approved by the School. Attendance at clubs for more than 4 hours, as well as all sports sections according to the list approved by the School, is carried out on a paid basis and on the basis of an application from the Parents (Legal Representatives) by signing the Application. The list of classes and sections is approved in the Schedule of Club Classes and can be changed (opened/closed) by the School during the academic year.
- 4.6. To attend clubs and sections, parents (legal representatives) sign an Application.
- 4.7. Parents (legal representatives) of the student:
 - accept the terms of the Public Offer Agreement for the provision of services for attending club classes (hereinafter referred to as the Offer Agreement);
 - ensure regular attendance of the selected club or section;
 - provide the necessary uniform for attending the club (sports T-shirt, shorts/pants): strict adherence to changeable shoes for sports sections;
 - make timely payments for attending fee-based clubs and sections, according to the signed application and provide a supporting document (receipt, payment orders, etc.) to the Manager no later than 1 (one) business day from the date of payment;
 - promptly notify the head of the club/section, the Manager or the class teacher of the reasons for the Student's absence from classes;
 - provide a written application in advance in the event of a long-term absence of the Student from classes due to personal circumstances;
 - provide a medical certificate of the Student's health, which does not prohibit him from attending club classes, as well as a medical certificate of his absence from classes due to illness (within 3 working days);
 - in the absence of medical certificates or an application from parents, recalculation for paid educational services is not carried out.
- 4.8. The Student undertakes to:
 - attend club classes and sports sections on time and without delay;
 - have a sports uniform with him when attending sports sections;
 - comply with certain rules and requirements established by the internal documents of the school, the School Charter, the Offer Agreement, and also not violate discipline and generally accepted rules of conduct during classes, in particular, show respect to the head of the

section/club, the administration, technical staff of the school and other members of the teaching staff, and not infringe on their honor and dignity.

5. Compliance with labor protection rules

5.1. The head of the club and section:

- 1) is responsible for the safe organization of the educational process, for the life and health of students during classes;
- 2) takes measures to provide first aid to the victim, promptly notifies the management of the accident;
- 3) promptly notifies the management in the event of an emergency - about the occurrence of an emergency, participates in the evacuation of children, provides first aid to the victims.

6. Documentation of the head of the circle and section (association)

6.1. Heads of clubs and sections develop and maintain a program or calendar-thematic planning agreed upon at the school's methodological council and approved by the order of the school principal;

6.2. Heads of clubs and sections keep a log of their association's work, where they note student attendance, the date and topic of the lesson;

6.3. Heads of the club submit lists of students for the first half of the academic year by September 5, 2024 and for the second half of the academic year by January 5, 2025. In case of addition/decrease in the number of students, they immediately inform the responsible person or the deputy director for educational work;

6.4. Heads of clubs and sections are required to provide the attendance log to the responsible person and/or the head of club activities by the 29th-31st day of each month to verify student attendance and payment (for paid) for services by parents (legal representatives).

7. Control over the organization of work of circles and sections (associations)

7.1. The Head of Club Activities, Deputy Directors for Educational Work, heads of creative and methodological associations, as well as other officials appointed by the School Director shall exercise control over the organization of the work of clubs and sections.