Extracurricular Activities and Events Policy

Approved by: School Governing Board	Date: June 2025

Last reviewed on:	Date: June 2026

Next review: August 2027	Date:

All employees will read, and understand, this policy in conjunction with the Employee Handbook**.**

Monitoring and review

This policy is subject to continuous monitoring, refinement, and audit by the School Management, who will undertake a complete annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. All staff will be informed of the updated/reviewed policy, which will be made available to them electronically, or by hard copy on request.

Introduction

Extracurricular activities (ECAs) have a proven role in increasing students' self-confidence, promoting their interaction with others, enriching their skills and abilities, and supporting their overall wellbeing. SABIS® schools are responsible for providing ECAs that cater to a broad range of student needs and interests and have a duty of care to ensure that these activities are conducted safely. This policy sets out the requirements for the provision of ECAs and events in the SABIS® School Network in Abu Dhabi, including guidelines for access, inclusion, health, and safety.

Purpose

- Ensure SABIS® schools offer activities outside the academic curriculum that cater to a broad range of student needs, interests, and pursuits, including scientific, intellectual, cultural, artistic, athletic, and/or philanthropic enrichment.
- Support the development of students' physical, social, emotional, and cognitive skills.
- Enhance overall student wellbeing and nurture both individual talents and team spirit.
- Align with ADEK's guidance for the safe and inclusive delivery of ECAs and events.

Definitions

- **ECA Coordinator**: A staff member who coordinates the provision of ECAs for the school and with ADEK.
- **ECA Leader**: An individual who oversees the running of an ECA (e.g., a badminton coach, head of the debate club).
- **ECA Supervisor**: A staff member who supervises the provision of an extracurricular activity.
- **Emergency Plan**: Procedures for responding to emergencies and restoring normal operations.
- **Event**: A social or public occasion (e.g., competitions, lectures, performances, graduation).
- **Exchange Program**: An arrangement for students to attend part of the academic year in another country.
- **Extracurricular Activities (ECAs)**: Activities outside the standard curriculum (e.g., clubs, sports, field trips, virtual activities).
- **Gifted and Talented**: Students with exceptional abilities or performance in specific domains.
- **Graduation Ceremony**: A formal school event to recognize student completion of an educational stage.
- **Inbound/Outbound Exchange Program**: Hosting or sending students internationally under structured programs.
- **Overseas Trips**: ECAs involving international travel.
- **Parent**: The legal custodian of a student.
- **Parental Engagement**: Active collaboration between parents and the school for student development.
- **Risk Assessment**: Evaluation of risks in an activity and planning to mitigate them.
- **School Break/Holiday**: Periods during which students do not attend class.
- **Virtual Activity**: An ECA conducted online.

Policy

1. School Extracurricular Activities and Events Policy

1.1 Policy Requirements: Schools shall develop and implement their Extracurricular Activities and Events Policy in alignment with ADEK Wellbeing Policies. The school shall also ensure the policy is available on the SDP in both Arabic and English. Schools shall include the following elements in the policy, at a minimum:

1. Commitment to an inclusive offering of ECAs that cater to the diversity of the student body (i.e., different age groups, genders, abilities, and preferences).
2. Outline of the full extracurricular programs and all ECAs offered by the school.
3. Process for organizing ECAs.
4. Procedure by which students can obtain approval to start their own ECA within the school (see **Section 2.4. Student Involvement**
5. Procedures for the safe delivery of ECAs, including supervision, transportation, safety, and risk assessments (see **Section 3. Safe Provision of Extracurricular Activities**).
6. Procedures for the development of events as part of an Events Policy (e.g., graduation ceremonies) (see **Section 4. Events**).
7. Procedures for granting permission for students to participate in international outbound exchange programs (see **Section 5. Exchange Programs**).

1.2 Appointment of ECA Coordinator(s): Schools shall appoint one or more staff member(s) as ECA Coordinator(s) to implement their Extracurricular Activities and Events Policy. The Coordinator(s) shall:

1. Review ECA plans to ensure alignment with ADEK's and the school's policy (see **Section 1.1 Policy Requirements**).
2. Coordinate between all ECA Supervisors to develop an ECA calendar and make this available to parents and students.
3. Coordinate with teachers of unaccompanied younger children (e.g., those who take the bus home or cannot be picked up by a parent-authorized adult) to ensure students are transported to their respective ECAs.
4. Ensure external stakeholders (e.g., parents) interacting with students are aware of and sign the **ADEK School Student Protection Policy**.

5. Communicate the **Student Code of Conduct** (per the ADEK School Student Behavior Policy) and the **Code of Conduct for Education Professionals (MoE, 2022)** to all stakeholders.
6. Ensure compliance with parental consent requirements (see **Section 2.7**) and store all consent forms.
7. Ensure each ECA Supervisor completes a risk assessment and emergency plan (see **Section 3.7**).
8. Coordinate emergency communications (e.g., cancellations) between parents and ECA Supervisors.
9. Verify that ECA Supervisors prepare travel plans for field trips (aligned with **Section 3.3** and the **ADEK Transportation Policy**).

1.3 Awareness: Schools shall:

1. Publish the policy on the school SDP and in student, parent, and staff handbooks.
2. Provide parents with details on ECAs, including:
   a. Types of ECAs offered.
   b. Timing, frequency, and duration.
   c. Responsible personnel (ECA Coordinator/external provider).
   d. Fees and payment terms (if applicable).
   e. Application process and selection criteria.
   f. Parental consent requirements (see **Section 2.7**).
3. Include all regular ECAs in the school calendar.

2. Planning and Delivery of ECAs

2.1 Planning of Activities:

1. Schools shall offer a comprehensive range of ECAs (academic, cultural, artistic, athletic, etc.), with some free of charge (if led by staff/volunteers).
2. When planning ECAs, schools shall ensure:
   a. Risk assessments and emergency plans comply with **Section 3.7**.
   b. UAE cultural, religious, and social norms are respected (per the **ADEK Cultural Consideration Policy**).
   c. Food services align with the **ADEK Healthy Eating and Food Safety Policy**.

d. Principal approval for all ECAs.

e. Submission of ECAs to ADEK for approval (see **Section 2.6**).

2.2 Field Trips:

- Field trips require prior ADEK approval and written parental consent.
- Must not be mandatory.

2.3 Overseas Trips:

1. Destinations must be from the UAE Ministry of Foreign Affairs' approved list.
2. Minimize disruption to learning; create an educational compensation plan if during classes.
3. Participants must be in Grade 5/Year 6 or above, except in cases involving gifted or talented students.

2.4 Student Involvement:

1. Encourage diverse participation (scientific, cultural, athletic, etc.).
2. Support student-led ECAs and national/international competitions.

2.5 Scheduling:

- ECAs must minimize disruption to classes. Weekend/holiday ECAs require ADEK approval.

2.6 Approval from ADEK:

1. Required for:

   a. ECAs with external visitors/providers.

   b. Virtual ECAs hosted externally.

   c. ECAs during holidays/weekends.

   d. Paid ECAs, off-campus/overnight stays, or non-educational venues.

   e. Overseas trips and exchange programs.
2. Approval timeframes:
   - 15 working days for regular ECAs.
   - 1 month for visitor/service provider requests.
   - 2 months for overseas trips/exchange programs.

2.7 Parental Consent:

- Consent forms must include ECA details (schedule, location, fees, emergency contacts, medical information).
- Signed forms retained by ECA Coordinators.

2.8 Fees:

- Fees must be reasonable and approved by ADEK before collection.

2.9 Donations:

- Follow UAE Federal Law Decree No. (3) of 2021; 100% of donations must go to the stated purpose.

2.10 Attendance:

- Track and record student participation.

2.11 Educational Compensation Plan:

- Compensate for classes missed due to ECAs.

2.12 Records:

- Maintain records per ADEK School Records Policy (participant lists, consent forms, risk assessments, etc.).

3. Safe Provision of ECAs

3.1 Legal Compliance:

- Align with **ADEK Health and Safety Policy** and **Student Protection Policy**.

3.2 Supervision:

- Ensure qualified ECA Leaders/Supervisors.
- Supervision ratios:

Grade	Ratio
Grade 7+/Year 8+	1:10
Grade 2–6/Year 3–7	1:10
Pre-KG–Grade 1/Year 2	1:6
Students with ALN (Addetioanl Learning Needs)	1:3+
Overseas trips	1:8

3.3 Transportation:

- Comply with **ADEK Transportation Policy**, including prayer breaks and driver fatigue management.

3.4 Overseas Trips:

- Secure travel insurance; UAE nationals must register with Twajudi.

3.5 Virtual Activities:

- Follow **ADEK Digital Policy**; staff must supervise external-hosted activities.

3.6 Activities Involving Animals:

- Conduct risk assessments; ensure animal health documentation and supervision.

3.7 Risk Assessment & Emergency Plans:

- Include mitigation measures for all activities (virtual, water-based, etc.).

3.8 Incident Reporting:

- Report health/safety incidents via the Al Adaa System.

4. Events

4.1 Events Policy:

- Include eligibility criteria, dress code, conduct expectations, and risk assessments.

4.2 Conducting Events:

- Avoid disrupting class timetables; enforce consequences for misconduct.

4.3 ADEK Approval:

- Required for events (per **Section 2.1** and **2.6**).

4.4 Graduation Ceremonies:

- No fees for ceremonies or certificates; parents invited formally.

5. Inclusion

5.1 Inclusive Participation:

- Ensure equal access for students with additional learning needs.
- Offer alternative roles (e.g., team leader, scorekeeper).
- Adjust ECAs to accommodate individual needs.