

EXTRACURRICULAR ACTIVITIES and EVENTS POLICY

“Education is not just about what happens in the classroom; it's about the experiences that shape us outside of it.”

Al Adhwa Private School believes that our students should have the opportunity to extend their existing skills and talents while also learning new ones. We are committed to providing a diverse range of extracurricular activities (ECAs) that cater to the unique interests and abilities of our student body.

To promote well-being, build confidence, and encourage teamwork and new friendships, we encourage all students to participate in at least one activity each term. We believe having a hobby or interest outside the classroom is essential for our students' overall well-being.

Responsibilities of ECA Coordinator

The school has an appointed ECA Coordinator to implement the Extracurricular Activities and Events Policy. The coordinator shall:

- Policy Alignment: Review ECA plans to ensure compliance with ADEK's standards and school policies.
- ECA Calendar: Develop and share an ECA calendar with parents and students.
- Transportation Coordination: Ensure safe transport for unaccompanied younger students to and from ECAs.
- Stakeholder Compliance: Ensure external stakeholders understand and comply with the ADEK Student Protection Policy.
- Conduct Communication: Disseminate the Student Code of Conduct and other relevant policies to all stakeholders.
- Parental Consent: Oversee the collection and secure storage of parental consent forms.
- Risk Assessment: Ensure each ECA Supervisor completes a risk assessment and emergency plan.
- Emergency Communication: Manage communication about emergencies between parents and ECA Supervisors.
- Field Trip Oversight: Verify that travel plans for field trips comply with ADEK policies.

Commitment to Inclusivity

Offering an inclusive range of ECAs that accommodate different age groups, genders, abilities, and preferences.

Extracurricular Programs

Sports Programs

The school offers organized sports programs, including a Football Club and a Basketball Team, available for both boys and girls. These programs aim to promote physical fitness, teamwork, and sportsmanship among students.

Football Club: Open to students of all skill levels, the club focuses on skill development, tactical understanding, and competitive play. Regular practices and friendly matches will be scheduled throughout the year.

Basketball Team: This team encourages students to enhance their basketball skills through practice sessions and participation in inter-school competitions. Emphasis will be placed on teamwork, strategy, and personal development.

Organizing and Ensuring the Safe Delivery of ECAs

The process for organizing Extracurricular Activities (ECAs) will include clear guidelines for teachers and instructors to ensure that all activities are well-planned and executed. In planning an ECA, the school shall ensure:

- Risk Assessment and Emergency Planning: Conduct risk assessments and emergency planning in line with ADEK guidelines to identify potential hazards, establish emergency procedures, and ensure the safety of all participants during extracurricular activities.
- Cultural Considerations: Respect the culture, customs, morals, and religious and social norms of the UAE, ensuring that the activity's content aligns with UAE policies and supports religious tolerance as per the ADEK Cultural Consideration Policy.
- Food Services: Comply with the ADEK Healthy Eating and Food Safety Policy for any food services, considering minority groups and students with allergies.
- Approval Process: Obtain Principal approval for all ECAs to ensure they meet ADEK requirements. Principals will submit the ECAs for ADEK's information or approval as applicable.

The school will also implement procedures for safe delivery, including:

- Supervision: Adequate supervision will be provided for all activities.
- Transportation: Safe transportation arrangements will be made when required.
- Safety and Risk Assessments: All activities will undergo risk assessments to ensure a safe environment for all participants.

Activities Involving Animals

If an extracurricular activity or event involves the presence of animals or pets on school premises, schools shall ensure the following:

- The school ensures student safety during activities involving animals by conducting risk assessments and implementing safety measures.
- Animal owners are required to provide official health documentation, and animals must be kept in a separate area when not part of the activity.
- The school decided not to allow animals presence during school day and will consider that during school events after the school approval.
- A School Wellbeing Committee member or their delegate must supervise the animal area to monitor both animals and students, during events whenever applicable.

Scheduling of ECAs

ECA schedules are arranged in a way that minimizes disruption to timetabled classes. ECAs are arranged during timetabled classes, weekends, holidays, or school breaks, with prior approval obtained from ADEK when necessary.

Student-Initiated ECAs

Students who wish to start their own ECA must follow the established procedure for obtaining approval. This encourages student involvement and leadership within the school community.

Rules for Activities

Teachers/Instructors:

- All teachers/instructors involved in ECAs must have appropriate background checks.
- Activities must be planned thoroughly and communicated effectively.
- Activities will start and end promptly as scheduled.
- Attendance registers will be maintained, and follow-ups will be conducted for students with irregular attendance.
- If unable to attend a session, instructors must inform the Senior Leadership Team as soon as possible.
- Regular distribution of sweets or treats is not permitted; occasional treats (e.g., once every half term) are allowed.

ECA Supervisor:

- Ensure appropriate qualifications and experience for the specific ECA.
- Comply with ADEK Student Protection Policy, Professional Code of Ethics, and health and safety protocols.
- Undertake duty of care for student health and safety; report incidents to the Principal.
- Coordinate with school staff for communication and supervision during activities.
- Guide behavior according to the Student Code of Conduct and ADEK policies.
- Complete documentation and reporting as required by the ECA Coordinator.
- Verify availability of first aid kits and qualified personnel during activities.
- Ensure compliance with school policies for all participants.
- Follow the school's established supervision ratio to ensure adequate oversight and safety of all participants during activities.
- Organizes photography sessions for events with prior parental approval, ensuring compliance with the ADEK School Digital Policy.

Students:

- Students will receive clear guidelines at the beginning of the activity program, including location, start and end times, and required equipment.
- Students are expected to attend each week unless notified otherwise by the activity leader.
- School rules apply during activities, including restrictions on mobile phones and eating/drinking.
- Misbehavior will be addressed following the school's sanctions policy.

Field Trips

We are dedicated to providing enriching experiences through field trips while ensuring student safety. The following guidelines align with ADEK regulations:

- Field trips require prior approval from ADEK and are voluntary; participation cannot be mandated.
- Written parental consent is mandatory for each student, detailing the trip's purpose and itinerary.
- Supervision Ratio: We follow the outlined supervision ratio below to ensure adequate monitoring and support for students during field trips. Additional adults may be assigned as needed.

Grade	Ratio
KG – Grade 1	1:6
Grade 2 – Grade 6	1:10
Grade 7 and above	1:15
Students with Additional Learning Needs	1:3 or higher if determined to be necessary for the student

Parental Consent

To allow a child to participate in an event, a written and signed consent form from the parents is required. The parental consent form is attached below.

ECA Objective:	
Schedule and Location:	
Transportation Details:	
ECA Coordinator:	Contact Number:

I, the undersigned, am the parent/guardian of _____, a student at Al Adhwa Private School. I give my consent for my child to participate in the above-mentioned activity.

I have read and understood the details provided and grant permission for my child to participate.

Parent/Guardian Name:	
Contact Number:	
Signature:	
Date:	

Retention of Forms

Signed consent forms shall be retained for reference by the ECA Coordinators.

Monitoring and Evaluation

Continuously improving our extracurricular activities (ECAs) through a structured Monitoring and Evaluation framework.

1. Feedback Collection:

- Regular feedback will be solicited from students, parents, and instructors through surveys and meetings to gather insights for improvement.

2. Attendance Tracking:

- Attendance records will be maintained to monitor participation trends and identify popular activities.

3. Performance Assessment:

- Instructors will conduct self-assessments and peer reviews to evaluate the effectiveness of their ECAs based on learning outcomes and engagement.

4. Annual Review:

- The Resource Selection Committee, in collaboration with the Senior Leadership Team, will conduct an annual review of ECAs, analyzing feedback and data to identify successes and areas for enhancement.

5. Reporting:

- Evaluation outcomes will be documented and shared with the school community to ensure transparency and accountability.

6. Continuous Improvement:

- Decisions regarding the continuation or modification of ECAs will be based on evaluation findings to ensure programs remain relevant and engaging.

SCHOOL ACTIVITIES AND EVENTS POLICY

Introduction

At Al Adhwa Private School, we believe that events play a vital role in fostering community spirit, celebrating achievements, and enhancing the educational experience of our students. To ensure that each event is organized effectively and conducted safely, we have established this School Activities and Events Policy. This policy outlines the guidelines and expectations for all school events, promoting a culture of respect, responsibility, and inclusivity among participants. By adhering to these standards, we aim to create memorable experiences that enrich our school community and support the holistic development of our students.

Purpose

Al Adhwa Private School aims to provide a structured framework for organizing and conducting school events, ensuring a safe, inclusive, and positive environment for all participants.

1. Types of Events

The school will conduct the following types of events:

- Extracurricular Activities (ECA): Sports days, club fairs, talent shows.
- Academic Events: Science fairs, academic competitions, and debates.
- Cultural Events: Festivals, cultural nights, and heritage celebrations.
- Graduation Ceremonies: Year-end celebrations and award ceremonies.
 - Parents of graduating students will be formally invited to the Graduation Ceremony.
 - No fees will be charged for the ceremony or the distribution of certificates.
 - Parents will not be requested to purchase materials for use in the Graduation Ceremony.
- Community Engagement Events: Fundraisers, charity events, and service projects.

2. Eligibility Criteria for Participation

- Participants must be enrolled students of Al Adhwa Private School or local community members for community events.
- Eligibility requirements may vary by event (e.g., age restrictions, specific skills).
- Parental consent is required for participation in certain events.

3. Dress Code

- A dress code will be specified for each event:
 - Graduation Ceremonies: Formal attire.
 - Cultural Events: Themed attire or school uniform.
 - Sports Events: Appropriate sportswear.
- All attendees are expected to dress respectfully in line with the event guidelines.

4. Expectations for Conduct

- All participants and attendees must demonstrate respect, responsibility, and sportsmanship.
- Misconduct includes disruptive behavior, bullying, and inappropriate language.
- Consequences for misconduct may include:
 - Verbal warning
 - Temporary removal from the event
 - Further disciplinary action as per school policy

5. Risk Assessment and Emergency Plan

- A risk assessment will be conducted prior to each event to identify potential hazards.
- An emergency plan will include:
 - Emergency contact numbers
 - Evacuation procedures
 - First aid arrangements
- Staff will be trained on emergency protocols to ensure the safety of all participants.

6. Communication

- Event details, including eligibility, dress code, and conduct expectations, will be communicated to students and parents well in advance.
- Any changes to event details will be promptly communicated through school channels.

7. Review and Evaluation

This policy should be reviewed annually to ensure it continues to meet the needs of the school community and complies with updated health and safety standards.

For Implementation

To be reviewed annually by the Principal and Review Committee.

Ms. Amira Gafer Goraish
Al Adhwa Private School

