



## POLICY ON EXTRA CURRICULAR ACTIVITIES

INTRODUCED:	April, 2018
REVIEW 1:	April, 2021
REVIEW 2:	April, 2023
REVIEW 3:	April, 2025
NEXT REVIEW	April 2027

### **DEFINITION:**

Extracurricular activities (ECAs) refer to structured, meaningful programs that complement the taught curriculum and are designed to support the holistic development of students. These activities may take place on-campus, off-campus, or online, and include academic, artistic, athletic, social, cultural, intellectual, and philanthropic experiences.

Extra-curricular activities refer to a range of meaningful complementary programs that extend and enhance the taught curriculum and develop the potential of all students whether on-campus or off-campus (e.g. field trips, social or physical activities like horseback riding and running). These additional optional programs or activities may be offered in several ways and cover a variety of areas of student development and student interests, taking into account the religious, social and cultural norms of the UAE.

### **PURPOSE:**

- To enrich students' physical, social, emotional, and cognitive development.
- To provide inclusive opportunities that cater to a variety of interests and talents.
- To align with ADEK Wellbeing Policies and ensure safe, high-quality delivery of ECAs.

To ensure that all Schools provide additional activities for a wide range of students' needs and interests in order to help them develop as healthy, confident, creative, socially adept and culturally aware individuals.

### **1. POLICY FRAMEWORK:**

Dunes International School is committed to offering a diverse and inclusive range of Extracurricular Activities (ECAs) that enhance student wellbeing, creativity, leadership, and personal development in line with ADEK's wellbeing framework. This policy ensures the structured planning, implementation, and monitoring of ECAs.

#### **1.1 Policy Statement**

Our school is committed to providing a comprehensive, inclusive, and enriching extracurricular program that supports student wellbeing, development, and engagement, in alignment with ADEK's Wellbeing Policies.

#### **1. Inclusivity and Equal Access**





We are committed to offering extracurricular activities (ECAs) that reflect the diverse interests, age groups, genders, abilities, and cultural backgrounds of our student body. All students are encouraged to participate in ECAs that align with their personal goals, talents, and interests.

## 2. List of Extracurricular Programs

Our school offers a wide variety of ECAs across the academic year, including but not limited to:

- Sports (e.g., football, swimming, basketball)
- Performing arts (e.g., music, dance, drama)
- Academic clubs (e.g., science, mathematics, robotics)
- Social and environmental clubs (e.g., debate, Model United Nations, eco-club)
- Community service programs and leadership initiatives
- A detailed and updated list of ECAs is available in the parent-student handbook and on the school website (Arabic and English).

## 3. Organization and Management of ECAs

- ECAs are organized and overseen by the ECA Coordinator in collaboration with relevant staff members.
- Termly planning ensures a balanced program with wide-ranging offerings.
- Each activity is assigned a qualified supervisor or coach with relevant experience and training.
- Participation data is regularly reviewed to ensure inclusivity and impact.

## 4. Student-Led Initiatives

Students are encouraged to propose and lead new ECAs, following this process:

- Submission of a proposal form to the ECA Coordinator, including a purpose, plan, and risk assessment.
- Approval by school leadership after evaluation of feasibility, safety, and alignment with school values.
- Assignment of a staff advisor to support the student-led initiative.

## 5. Safety, Supervision, and Risk Management

- All ECAs are conducted in safe environments under proper adult supervision.
- Risk assessments are carried out for each ECA and updated regularly.
- Transportation for off-site activities complies with ADEK regulations.
- Emergency procedures, parental consent forms, and medical information are secured prior to participation.
- Adequate staff-to-student ratios are maintained, and supervisors are trained in child protection and first aid.





The school provides extra-curricular activities to only those students who are enrolled in the school.

- The school offers comprehensive, balanced and appropriate extra-curricular activities to support students' growth and encourage their participation.
- The schools keeps records of students' attendance in these activities and are properly and continuously supervised.
- Extra-curricular activities will not be conducted when compulsory classes are taking place.
- All extracurricular activities of the school are conducted before and after school hours, weekends and school holidays.
- All extra-curricular activities are planned by considering religious, cultural and social norms of the UAE and the morals, 146 customs and traditions of UAE society.
- Every participating student must have a prior signed written consent form from his/her Parent/Guardian to take part in any School extra-curricular activity.

## Fees for extra-curricular activities

- Fees associated with optional, extra-curricular activities which incur separate charges will not be included as part of tuition fees
- The school will collect these charges along with the signed written consent form from his/her Parent/Guardian.

## Supervision at all Times:

### Purpose

This framework outlines the appointment, responsibilities, and operational duties of the Extracurricular Activities (ECA) Coordinator(s) to ensure the successful planning, delivery, and monitoring of ECAs, in compliance with ADEK's policies and student wellbeing principles.

### 1.2 Appointment Criteria:

#### 1. Eligibility:

Must be a full-time teaching staff or member of the leadership team.

Should demonstrate strong organizational, communication, and leadership skills.

Experience in event coordination or student enrichment activities preferred.

#### Appointment Process:

- Appointed by the Principal and SLT at the beginning of each academic year.
- May be one coordinator or multiple (e.g., Primary, Secondary, SEN).

#### Term of Appointment:

- One academic year, renewable based on performance and need.



## Roles and Responsibilities of the ECA Coordinator(s)

### 1. Policy Alignment and Planning

Review all proposed ECAs to ensure they align with:

- ADEK's Wellbeing and Student Protection Policies
- Dunes International School's values, goals, and inclusive practices
- Provide input during policy review cycles related to ECAs.

### 2. Calendar Development and Coordination

- Collaborate with ECA Supervisors and department heads to:
- Develop a term-wise ECA calendar
- Ensure age-appropriateness and balanced activity spread
- Publish and circulate the calendar to students and parents.

### 3. Student Logistics and Safety (Younger Students)

Work with homeroom/class teachers of younger/unaccompanied students to:

- Confirm their participation on ECA days
- Ensure safe transfer from class/bus holding area to ECA location
- Monitor pick-up procedures post-activity

### 4. External Stakeholder Management

Brief all external providers on:

- ADEK's Student Protection Policy
- MoE Code of Conduct (2022)
- Collect signed acknowledgment forms from all external stakeholders.

### 5. Policy Communication

Disseminate the following policies to all involved in ECAs:

- ADEK Student Behavior Policy
- MoE Code of Conduct for Education Professionals
- Dunes School Safety, Transport, and Parental Consent Policies
- Ensure compliance and understanding via orientation/training sessions.

### 6. Parental Consent Management

Prepare, distribute, collect, and store all parental consent forms for:

- ECAs
- Off-campus events or field trips.
- Ensure no student participates without appropriate consent.



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## 7. Risk Assessment and Emergency Planning

Ensure that each ECA Supervisor:

- Conducts a pre-activity risk assessment
- Submits an emergency action plan
- Maintain a centralized risk file for all ECAs.

## 8. Emergency Communication

Serve as the primary communication link between parents and supervisors in emergencies:

- Cancellations
- Venue/time changes
- Medical or behavioral incidents

## 9. Field Trip Transportation Oversight

For ECA-related field trips, verify that:

- Supervisors submit a detailed travel and transport plan
- All plans comply with ADEK's Transportation Policy
- Safety measures are in place (e.g., bus monitors, medical kits)

### 1.3 Visibility and Access

Upload the full Extracurricular Activities and Events Policy on the school website, in both English and Arabic.

Include a summarized version or key excerpts in:

- The Student Handbook
- The Parent Handbook
- The Staff Handbook
- Make printed copies available at the school reception and administrative office.

## 2. Parent Communication on ECAs

Create and distribute a comprehensive ECA Information Pack each term through the school portal and printed circulars. It should include:

### a. List of ECAs Offered:

- Categorized by age group and type (e.g., Sports, Arts, Academic, and Leadership).

### b. Timing, Frequency & Duration:

- Clear weekly schedule with time slots for each activity.
- Start and end dates for term-based activities.



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### c. ECA Coordinator and Supervisor Details:

- Names and contact emails for each activity lead
- Mention of any external provider with a brief description of their role

### d. Fees and Payment Terms:

List any paid ECAs and mention:

- Fee amount
- Payment method (e.g., online, school office)
- Refund policy (if applicable)

### e. Application & Selection Criteria:

Explain how students can sign up:

- Open registration
- Teacher nomination
- Try-outs or limited seats (if applicable)

### f. Parental Consent Requirements:

- Mention that signed consent forms are required before participation
- Attach or link to the standard ECA Consent Form

## 3. Integration into the School Calendar

Add all recurring ECAs (including seasonal clubs and training sessions) to the official school calendar.

Calendar should include:

- Activity title
- Day/time
- Venue (if applicable)
- Contact person
- Share the calendar through:
- School website
- Weekly newsletters
- Parent-teacher meetings
- Classroom bulletin boards

### Additional Communication Tools:

Optional Enhancements:

- Digital Display Screens in the school reception showing weekly ECA schedules.
- Use the school app or parent portal to:
- Send reminders and updates
- Collect feedback



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Recommendations for improvement and training will be provided if necessary.

- The school provides adequate and qualified adult supervision for all School activities, including local trips and trips abroad as well as recreational, break and play times.
- Supervisors will take into account the nature of the activity and the ages and numbers of participating students.
- The school ensures that an emergency plan is prepared to face any challenges.
- Students will not be left unsupervised at School at any time, whether before, during or after the day's lessons and/or during extra-curricular activities.
- Students attending after School activities or field trips will be supervised until they are picked up by authorised people or are delivered home via School transportation.
- School will accurately and continuously record students' attendance at all School extra-curricular activities.

## 2 Planning and Delivery of Extracurricular Activities (ECAs)

### Purpose:

To provide clear guidance on the planning, approval, and implementation of ECAs, field trips, and overseas excursions in alignment with ADEK's policies and UAE cultural values.

### Section 2: Planning and Delivery of ECAs

#### 2.1 Planning of Activities

##### 2.1.1 Scope of ECAs

Our school shall offer a wide and balanced range of ECAs that cater to the holistic development of students. These activities shall span:

- Academic (e.g., math clubs, science fairs)
- Cultural (e.g., heritage days, language clubs)
- Artistic (e.g., music, drama, visual arts)
- Athletic (e.g., school sports, fitness clubs)
- Intellectual (e.g., debates, chess, coding)
- Philanthropic (e.g., charity drives, volunteering)
- At least some ECAs will be provided free of charge, particularly those conducted by internal staff or volunteers, to ensure equal access.

##### 2.1.2 Planning Requirements

When planning ECAs, the following must be ensured:

###### a. Risk and Safety:

A risk assessment and emergency plan shall be completed for each activity in compliance with Section 3.7 of ADEK guidelines.





## b. Cultural and Moral Alignment:

All activities must reflect respect for the UAE's culture, customs, and moral values, and must not contradict national beliefs or ADEK's Cultural Consideration Policy.

## c. Food Services:

Any food provision must follow ADEK's Healthy Eating and Food Safety Policy, ensuring considerations for allergies, religious restrictions, and minority dietary needs.

## d. Internal Approval:

All ECAs require prior approval by the Principal to verify alignment with school policies and ADEK requirements.

## e. ADEK Notification/Approval:

ECAs must be submitted to ADEK for either information or approval, depending on the activity's nature and risk level, in accordance with Section 2.6.

## 2.2 Field Trips

- Field trips are encouraged as part of experiential learning but shall not be compulsory.
- Each field trip must be submitted to ADEK for approval.
- Written parental consent must be obtained for each individual student prior to participation.

## 2.3 Overseas Trips

For overseas trips, the following conditions apply:

### Destination Selection:

Only destinations listed as secure by the UAE Ministry of Foreign Affairs may be considered.

### Academic Scheduling:

Trips must be scheduled to minimize impact on regular school lessons. If conducted during class hours, an Educational Compensation Plan must be created and implemented (see Section 2.11).

### Participant Eligibility:

Only students in Grade 5 / Year 6 and above may participate. Exceptions may be granted for gifted/talented students invited to participate in international competitions or events.

## 2.4 Student Involvement

1. The school shall actively encourage student engagement in a broad spectrum of ECAs including scientific, cultural, intellectual, artistic, athletic, and philanthropic domains.





2. The school shall promote and support student participation in national and international events and competitions, both individually and in teams.

3. Students shall be encouraged to initiate their own ECAs to nurture leadership, creativity, critical thinking, and entrepreneurial skills.

The school shall establish clear guidelines and procedures for students to propose and launch new ECAs. These guidelines will be communicated to students, parents, and staff, ensuring transparent and accessible opportunities for student-led initiatives.

## 2.5 Scheduling of ECAs

ECAs will be scheduled to minimize disruption to academic classes.

With ADEK approval, ECAs may be held during:

- Timetabled classes
- Weekends
- Holidays
- School breaks

## 2.6 Approval from ADEK

1. The school shall obtain ADEK approval for the following types of ECAs:

- Activities involving external providers or invited guests
- Virtual ECAs hosted by external providers
- ECAs scheduled during weekends, holidays, or class time
- Paid ECAs
- Off-campus ECAs involving overnight stays within the UAE
- Events in non-educational venues (e.g., hotels)
- Overseas ECAs
- Exchange programs (see Section 5)
- Field trips

2. The school shall follow ADEK's approval timelines:

- 15 working days prior to regular ECAs
- 1 month for ECAs involving external providers or guests
- 2 months for overseas trips and exchange programs



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## 2.7 Parental Consent

Written consent must be obtained from the parent/guardian of each participating student.

Consent forms shall include:

- ECA type, objective, date, time, venue, transportation, and fees
- Coordinator name(s) and contact information
- Emergency contact details
- Medical information (e.g., blood group, allergies, health conditions)
- Signed forms must be securely stored by ECA Coordinators for reference.

## 2.8 Fees

- Fees may be charged for ECAs; however, some must be offered free to ensure equitable access.
- No fee collection shall occur until ADEK approval is granted.
- All fees must be reasonable and communicated clearly to parents.

## 2.9 Donations

- If funds are collected for donations (e.g., for charities or student clubs):
- Appropriate authority permissions must be secured.
- The school shall coordinate with ADEK, if necessary.
- 100% of collected funds must be used for the declared purpose.

## 2.10 Student Attendance

- Attendance for all ECAs shall be recorded and monitored regularly.
- Records will support student participation tracking, reporting, and evaluation.

## 2.11 Educational Compensation Plan

If ECAs occur during regular class hours, a compensation plan must be developed and implemented to ensure no academic loss for participants.

This plan should include:

- Make-up lessons
- Alternative assignments
- Tutoring or study sessions

## 2.12 Records

The school shall maintain comprehensive records in compliance with the ADEK Records Policy, including:

1. Student participant lists, coordinator and volunteer details
2. Parental consent forms (Section 2.7)
3. Details of any external providers, if involved
4. Risk assessments and emergency plans (see Section 3.7)
5. Travel plans, where applicable
6. Reports and incident analyses submitted via the Al Adaa platform (see Section 3.8)





## 3. Safe Provision of ECAs

### 3.1 Legal & Policy Compliance

1. Review all ADEK policies related to ECAs, including:

- Student Protection Policy
- Health and Safety Policy
- Cultural Consideration Policy
- Code of Conduct for Education Professionals

2. Ensure all school-planned ECAs align with UAE laws and ADEK regulations.

3. Require all external providers, staff, and volunteers to:

- Read and sign the ADEK Student Protection Policy
- Comply with school safety and conduct procedures

### 3.2 Assign ECA Supervisors

1. Appoint a qualified ECA Supervisor for each activity.

2. Ensure the Supervisor:

- Has relevant skills or experience (e.g., certified coach, artist)
- Is aware of all relevant ADEK policies

3. Assign a school staff member to coordinate every ECA, even when led by a volunteer:

This staff member must be present during the activity and is accountable for compliance.

#### A. Ensure Adequate Supervision

1. For every ECA, provide an appropriate number of adult supervisors based on:

- The number of students
- The risk level of the activity

2. For field trips:

- Appoint a Trip Leader who is an ADEK-approved school staff member

#### B. Clarify Supervisor Responsibilities

Make sure all ECA Supervisors:

1. Are trained or experienced to safely and effectively deliver the activity.

2. Are aware of and follow:

- ADEK Student Protection Policy
- ADEK Professional Code of Ethics
- Code of Conduct for Education Professionals



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3. Ensure student safety and wellbeing throughout the activity.
4. Handle all required documentation (e.g., attendance, incident reports) in coordination with the ECA Coordinator.
5. Promote positive behavior and cultural sensitivity in line with ADEK's policies.
6. Immediately report any health or safety incidents to the Principal.
7. Ensure:
  - A first aid kit is available
  - A qualified first aider is on site
  - Emergency equipment is available, as needed (e.g., ambulance)
8. Ensure all participants comply with school rules and policies.

### 3. Supervision Ratios

To ensure student safety and adequate supervision, our school adheres to the following minimum adult-to-student ratios:

A minimum of two adults must be present on all trips, with at least one female supervisor if female students are attending.

#### a. Water-Based Activity Supervision

To ensure the safety of all water-based activities on school premises:

**Lifeguard numbers** are based on risk assessments and must provide full visibility across the pool area.

Lifeguards shall rotate every 15–30 minutes and must take a 15-minute break after every 90 minutes of duty.

Grade level	Supervision Ration
Gared 7/ year 8 and above	1:15
Garde 2/year3 to Garde 6/year 7	1:10
Pre-KG/FS1 to Grade1/year2	1:6
Students with additional learning needs	1:3 (or more,as required)
Overseas trip (outside the UAE)	1:8

#### b. Minimum lifeguards based on pool size:

pool size	minimum number of lifeguards	dunes swimming pool size
25 METERS	1	12/8 METERS



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## c. Parent Volunteers

Our school supports the involvement of parents in ECAs under the following conditions:

Volunteers must adhere to the:

- ADEK Professional Code of Ethics
- Code of Conduct for Education Professionals in General Education (MoE, 2022)
- Student Protection Policy
- All parent volunteers must be vetted as per the ADEK Employment Policy.

## 3.3 Transportation for ECAs

Where transportation is provided, the school will:

1. Ensure compliance with the ADEK Transportation Policy.
2. Use only ITC-approved transport providers.
3. Assign ADEK-approved supervisors, who have signed the Student Protection Policy.
4. Factor in health and safety, including breaks for prayer, hydration, and fasting considerations.
5. Prepare plans that address weather conditions and activity nature.
6. Implement a driver fatigue prevention program (OSHADSF CoP 25).
7. Equip vehicles with first aid kits and firefighting equipment (OSHAD CoP 4).
8. Ensure all licenses, certifications, and insurance documents are valid and accessible.

## 3.4 Overseas Trips

- The school will secure travel insurance for all participants.
- UAE national students must be registered on Twajudi (UAE MoFA service).

## 3.5 Virtual ECAs

- All virtual activities must follow the ADEK Digital Policy.
- A school staff member must always be present during sessions conducted by parents or external providers.

## 3.6 Activities Involving Animals

- Risk assessments must be conducted prior to any activity involving animals.
- Health certification must be submitted by pet owners.
- Animals must be housed in designated, supervised areas, separate from students when not in use.
- A Wellbeing Committee member or delegate must supervise animal interactions.
- Animal spaces must meet all health and hygiene standards per ADEK policy.

## 3.7 Risk Assessment and Emergency Planning

All ECAs must be accompanied by:



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- A comprehensive risk assessment, accounting for:
  - Activity nature
  - Venue
  - Student age, gender, ability, and number
- a. Mitigation strategies including:
  - Proper equipment maintenance and labeling
  - Supervision levels
  - Special conditions for virtual and water-based ECAs
- b. Emergency plans that consider:
  - Weather
  - Medical needs (as stated in parental consent)
  - Crisis response procedures

### 3.8 Reporting Health and Safety Incidents

- All incidents must be reported by ECA Coordinators to the school principal.
- The principal is responsible for entering incidents into the Al Adaa System with a root cause analysis.

### 3.9 Use of School Facilities by Third Parties

- Any third-party use of facilities must comply with the ADEK Buildings and Facilities Policy.

## 4. School Events Policy Development

Our school shall maintain a comprehensive Events Policy that governs all school-hosted events, whether part of ECAs or otherwise (e.g., National Day, Graduation, Awards Assemblies).

The policy shall include:

### 1. Types of Events

- Educational (e.g., Science Fairs, Book Week)
- Celebratory (e.g., Graduation Ceremonies, National Day)
- Recreational (e.g., Sports Day, Talent Shows)
- Cultural/Community Engagement (e.g., Charity Drives, Parent Forums)

### 2. Eligibility Criteria for Participation

- Defined per event and communicated clearly to students and parents
- May include age/grade level, academic performance, behavior, or ECA involvement



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### 3. Dress Code

- Outlined per event, aligned with the school uniform or culturally appropriate alternatives.
- Communicated in advance with dress expectations and restrictions.

### 4. Conduct Expectations

- All participants, including parents and guests, are expected to follow school conduct codes
- Misconduct will be addressed as per the school's disciplinary policy and Events Policy.

### 5. Risk Assessment and Emergency Plans

- A formal risk assessment shall be completed for each event
- Emergency plans shall include evacuation procedures, medical support, and safety roles

#### 4.2 Conducting Events

The school shall ensure:

##### 1. Minimum Instructional Hours:

- Event scheduling shall not reduce core instructional hours or significantly alter academic timetables.

##### 2. Enforcement of Conduct Expectations:

- Anyone violating conduct expectations will face disciplinary consequences in line with the Events Policy.

#### 4.3 ADEK Event Approval

The school shall obtain prior approval from ADEK for all public-facing or large-scale events, in accordance with:

- Section 2.1 (Activity Planning)
- Section 2.4 (ADEK Approval Requirements)

#### 4.4 Graduation Ceremony Guidelines

When organizing graduation ceremonies, the school shall ensure:

##### 1. Parent Involvement:

- Formal invitations are sent to parents of graduating students

##### 2. No Fees or Charges:

- No financial charges for participation or certificate distribution



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### 3. No Compulsory Purchases:

- Parents will not be required to purchase decorations, gifts, or attire specific to the event

### 4.5 Parental Consent

Written, signed parental consent shall be obtained for every student participating in a school event, per Section 2.7 Parental Consent.

### 4.6 Safe Organization of Events

All events shall adhere to health and safety standards as detailed in Section 3: Safe Provision of ECAs, including:

- Adequate supervision
- Emergency medical preparedness
- Environmental and equipment safety

### 4.7 Photography Policy

Photography during school events is permitted only:

- With prior parental consent (opt-in or written)
- In accordance with the ADEK Digital Policy
- Managed by authorized school personnel or approved vendors

## 5 . Exchange Programs

**5.1** Our school authorizes and supports student participation in international exchange programs, both inbound and outbound, in alignment with the UAE's applicable laws on nationality, residency, education, and student welfare.

**Outbound Exchange:** Students may participate in exchange programs with overseas partner schools upon approval by the school leadership.

**Inbound Exchange:** The school may accept students from international partner institutions for temporary educational experiences, subject to prior agreement and documentation.

All such programs must align with ADEK and UAE regulations and are contingent on the completion of proper documentation and approvals.

### 5.2 Academic Credit Transfer

The school shall ensure that the academic integrity and continuity of each exchange student is protected:

#### 1. Outbound Exchange Students

- Credits earned at the host institution will be transferred and recorded in the student's academic transcript at the home school.





- The school shall ensure proper documentation and recognition through eSIS or equivalent systems.

## 2. Inbound Exchange Students

- Upon program completion, the school will provide a Credit Transfer Certificate detailing the coursework and achievement level attained during the exchange period.
- The host school shall coordinate with the original institution to facilitate mutual credit recognition.

## 5.3 Fees and Financial Responsibilities

The financial structure of exchange programs shall be clearly defined as follows:

- The student's original school shall continue to charge standard tuition fees during the exchange period.
- The school may, at its discretion, offer partial fee reductions to reflect the student's temporary status.
- A cost-sharing arrangement shall be established between the home and host schools to balance the exchange.
- Parents are responsible for all external program fees and personal expenses.

## 5.4 Logistical Arrangements and Supervision

### 5.4.1 Parental Responsibilities

Parents of participating students shall:

- Cover all exchange-related costs, including tuition at the host school (if applicable), accommodation, transportation, visa, and insurance.

Be responsible for making logistical arrangements such as:

- Securing a valid visa and travel insurance
- Organizing accommodation (e.g., host family or school dormitory)
- Managing travel plans, including arrival and return

### 5.4.2 School Responsibilities

The school shall appoint a Student Exchange Coordinator responsible for:

- Communicating with parents, host schools, and relevant authorities
- Transferring student records to the host school and uploading academic data to eSIS
- Monitoring the academic performance and wellbeing of inbound students
- Supporting cultural and educational integration for both outbound and inbound participants





### 5.4.3 Supervision Requirements

- Outbound exchange programs are exempt from the adult supervision ratios set in Section 3.2 of ADEK's ECA policy.
- For inbound students, the host school must ensure appropriate orientation and ongoing pastoral support, in line with student protection protocols.

## 6. Inclusion

### 6.1 Commitment to Inclusive Participation

Our school is committed to ensuring equal access and inclusive participation for all students in all extracurricular activities, in full compliance with the ADEK Inclusion Policy. We believe that every student, regardless of their abilities, background, or needs, should have the opportunity to explore, engage, and excel in ECAs.

### 6.2 Inclusive Practices in ECA Planning and Delivery

#### 1. Equal Access and Opportunity

- All students, including those with determined additional learning needs, disabilities, or from traditionally underrepresented groups, shall be given equal opportunity to participate in ECAs.
- No student shall be excluded from an ECA based on ability, language, gender, religion, socioeconomic status, or nationality.

#### 2. Alternative Participation Roles

In cases where a student's active participation in a task is limited by physical or cognitive needs, the school shall offer meaningful alternative roles, such as:

- Team leader
- Score/record keeper
- Sound engineer assistant
- Assistant coach or mentor
- Visual recorder or media assistant

#### 3. Age and Grade-Level Integration

Whenever possible and developmentally appropriate, students with additional learning needs shall be included in age-appropriate ECAs with their peers in the same grade/year group to encourage social inclusion and peer engagement.





## 4. Reasonable Adjustments

The school shall make reasonable accommodations to programs, facilities, communication, and instruction methods to support inclusion. This includes:

- Modified equipment or materials
- Adjusted rules or game formats
- Use of assistive technologies
- Flexible timing or activity pacing

## 5. Inclusive Risk Management

- All risk assessments, emergency plans, and mitigation strategies shall take into account the specific needs of students with additional learning needs to ensure their safety and full participation.
- Individualized health/emergency protocols will be developed as needed.
- Support staff (such as Learning Support Assistants) may be assigned to accompany students during ECAs when required.

### 6.3 Staff Training and Awareness

ECA coordinators, activity leaders, and assistants shall receive basic training in inclusive practices, including:

- Understanding diverse learning needs
- Communication strategies for students with disabilities
- Creating safe, respectful, and encouraging environments

### 6.4 Student and Parent Engagement

The school will consult with students and parents when developing and planning ECAs to ensure that:

- Student interests and abilities are considered
- Parents understand the scope of inclusive participation
- Consent and individualized accommodations are documented in advance



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### The Availability of Medically Qualified Staff and Risk Assessment

- Whenever sporting or other extra-curricular activities take place, a qualified person shall be on duty to provide emergency first aid services.
- A first aid kit will be available at all times to administer emergency treatment to an injured or sick person before professional medical care is available.
- The School shall conduct risk assessments for all extra-curricular activities and ensure that all such activities are managed at all times in a safe and secure manner.

### Extracurricular activities in adverse situation:

- In case of any unforeseen situations, the school will follow guidelines and instructions from ADEK.

### Amendments:

Prepared By	Date
Activity Coordinator	April, 2018

Review	Date	Reviewed By	Amendments
Review 1	April, 2021	Academic Vice Principal/Head of Section/Head of P.E. department/Admin Officer	No Changes
Review 2	April, 2023	Academic Vice Principal/Head of Section/Head of P.E. department/Admin Officer	No Changes
Review 3	April, 2025	Academic Vice Principal/Head of Section/Head of P.E. department/Admin Officer	Amended in alignment with the ADEK Extra-Curricular Activities Policy.

Approved By	Signature
Mr. Paramjit Ahluwalia, Principal	

