



## **PURPOSE:**

The purpose of this policy is to establish clear guidelines for the implementation, organization, and supervision of extra-curricular activities and events at EFIA.

These activities aim to:

- Support students' overall well-being.
- Develop their physical, social, emotional, and cognitive skills.
- Foster teamwork, leadership, creativity, and innovation.
- Encourage lifelong learning through enjoyable and meaningful experiences

## **POLICY STATEMENT:**

1. Emirates Future International Academy develop, organize, implement, and supervise a variety of extra-curricular activities that serve to create unique, challenging, and enjoyable opportunities for students to develop and enhance their academic and social skills.
2. Attendance will be recorded, and all activities will be continuously supervised by qualified staff.
3. All Extra Curricular Activities and events shall uphold the values, traditions, morals, customs, and religious/social norms of the UAE.
4. The School will take into account students' and Parents'/Guardians' ideas and interests when planning programs.
5. Activities requiring fees will be reasonably priced and non-profit, ensuring accessibility to all students. Extra-Curricular Activities will promote inclusion, ensuring equal opportunities for students of all ages, genders, and abilities.

## **POLICY REQUIREMENTS AND PLANNING:**

- Activities will be inclusive and cater to the diversity of the student community. Reasonable adjustments will be made to support students with additional learning needs.
- School maintains a clear Extra Curricular Activity calendar outlining all available activities, events, and clubs. Students and parents will be informed in advance through official communication channels.
- Proper supervision, transportation arrangements, and risk assessments will be ensured. Medical staff will be available during sports and physically active events. Students will not be left unsupervised at any time.

## **ROLES AND RESPONSIBILITIES:**

**ECA Coordinator is responsible for:**

- Aligning ECA plans with ADEK and school policies.
- Coordinating with ECA supervisors to develop and publish the ECA calendar.
- Ensuring parental consent forms are collected and filed.
- Ensuring external stakeholders (parents, volunteers) comply with the ADEK student Protection Policy.
- Fostering innovation, collaboration, and life skills among participants.



## **SCHOOL LEADERSHIP**

- Communicate any cancellations at least one hour before the school day ends.
- Implement and monitor the effectiveness of this policy.
- Encourage student participation and community partnerships.
- Review and approve this policy and its procedures.
- Support the safe and effective provision of ECAs.

## **FEES, SCHEDULING, AND COMMUNICATION**

- Some ECAs will be free of charge; others may have minimal, affordable fees.
- No profit will be made from ECAs.
- ECAs will be scheduled before/after school hours, during breaks, or on weekends.
- ADEK approval is required for ECAs held during holidays or off-campus.
- Information on ECA timing, fees, supervisors, and consent requirements will be shared with parents through circulars and the school website.

## **HEALTH, SAFETY, AND RISK MANAGEMENT**

- A detailed risk assessment and emergency plan will be prepared for each ECA or event.
- Adequate first aid and medical supervision will be ensured.
- Parental consent is mandatory for all ECAs and events, including field trips.

The consent form will include:

- Activity details (type, objective, schedule, and location).
- Fees and transportation arrangements.
- Emergency contacts and basic medical information.

## **SUPERVISION RATIOS FOR TRIPS**

<b>Grade Level</b>	<b>Adult : Student Ratio</b>
Pre-KG – Grade 1	1:6
Grades 2 – 6	1:10
Grades 7 and above	1:15
Students with Additional Learning Needs	1:3 (or higher, if required)
Overseas Trips	1:8

## **EVENTS AND TRIPS**

- Graduation ceremonies held to honour students completing academic programs.
- All participants are expected to demonstrate exemplary behaviour. Safety and risk management plans will be strictly followed.
- Participation is voluntary for Field and Overseas Trips and requires parental consent.



- Overseas destinations must be selected from the UAE Ministry of Foreign Affairs' secure countries list.
- Parents bear travel and accommodation costs; schools continue regular tuition collection.

## **POLICY REVIEW**

This policy will be reviewed **annually** and is subject to changes as per the school and ADEK guidelines. The updated policy will be submitted for approval in line with the standard process.

Saji Oommen  
Principal