



DEFINITION(S):

For the purposes of this policy, **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 **yoga** 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.

Graduation ceremony refers to the official event organized and supervised by the School to confer certificates to Grade 12 students who have successfully attended the current academic year. A graduation ceremony can also refer to the event organized and supervised by the School when students end a particular stage such as kindergarten or primary school.

PURPOSE(S):

- To comply with Policy 49: Extra-Curricular Activities, of the ADEK Private Schools Policy and Guidance Manual, corresponding to Article (54) of the Organizing Regulations.
- To establish clear guidelines regarding the implementation of extra-curricular activities at Emirates Future International Academy.
- To provide activities which teach the values of cooperation as well as the spirit of competition and offer opportunities which enhance self-realisation, self-discipline and optimum development as an individual.
- The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the parent and student. This should be a shared responsibility.

POLICY STATEMENT:

1. Emirates Future International Academy will develop, organize, implement, and supervise a variety of extra-curricular activities that will serve to create unique, challenging, and enjoyable opportunities for students to develop and enhance their academic and social skills.
2. The School shall record students' attendance in these activities that shall be properly and continuously supervised.
3. The School shall wherever possible take into account students' and Parents'/Guardians' ideas and interests when planning such programs. Parents will have opportunities to share their ideas, insight, and concerns to ensure successful and positive outcomes for all students and staff who participate in extra-curricular activities in the Parent Teacher Association (PTA).
4. All extra-curricular activities shall consider religious, cultural and social norms of the UAE and the morals, customs and traditions of UAE society. Students will participate in activities which uphold the values, traditions, and morals of the UAE culture and society.
5. Students will participate in activities, which are safe, secure, well organized and well

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- supervised. School staff will diligently seek to ensure the effective management of all extra-curricular activities that take place within the school grounds and those that take place off campus.
6. If any extra-curricular activity requires payment of fees by students, the School shall set the fees at a reasonable and affordable level to enable the majority of students to participate. Schools are not permitted to seek to make a profit from these activities. Extra-curricular activities will be affordable and accessible to all students and their families.
 7. Extra-curricular activities will not be conducted during regularly scheduled school days when compulsory classes are taking place. These activities will take place before school, during breaks, after school, or on the weekends or other holidays. The School Calendar records these extra-curricular activities.
 8. The EHS (Environment, Health and Safety) will undertake a detailed analysis of all potential risks during each extra-curricular activity. Detailed planning will occur, including the assurance of adequate supervision. 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 must 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.
 9. 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. The consent form must be retained as a reference document with the responsible staff member. This form should provide all essential information to Parents/Guardians such as the type and objective of the activity, duration, place, cost (if any), and name of School supervisors, contact details and transportation arrangements.
 10. The Activity Supervisor will prepare and distribute consent form to all students for all extra-curricular activities. Parents will fill out and sign the forms that include consent to ride buses (if applicable). School staff will keep the forms in the school administration offices.
 11. Students will receive supervision from medical staff when participating in sporting events that occur on the school premises or on other school locations off campus.
 12. The School shall provide adequate and qualified adult supervision for all School activities, including local trips and trips abroad as well as recreational, break and play times. Supervisors must take into account the nature of the activity and the ages and numbers of participating students, and must ensure that an emergency plan has been prepared. Students must 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 afterschool activities or field trips are to be supervised until they are picked up by authorized people or are delivered home via School transportation. Schools shall accurately and continuously record students' attendance at all school extra-curricular activities.
 13. All extra-curricular activities will comply with the ADEK PSQA Sector standards and regulations. (If external travel is involved, ADEK Forms for approvals must be followed 45





- days prior to event.)
14. The School will apply for the Council's PSQA Sector for permission to conduct the extracurricular activities well in advance of their start, in order for the Council to complete the required vetting and coordination with other relevant government entities. The School shall indicate these extra-curricular activities in the School calendar (see Policy (14)).
 - All activities that involve personnel from outside the School.
 - All activities that take place during holidays and rest days.
 - Off-campus activities which take place inside the UAE and which exceed one day.
 - Activities outside the UAE.
 15. The School holds Kindergarten and Grade 12 Graduation Ceremonies, outlining clearly the requirements of participation, rules, traditions, procedures, as well as a dress code and a risk management plan that relates to the safety of student and attendees.
 16. The ceremonies are arranged by the School in appreciation and recognition of the students who completed the School's academic program.
 17. Student safety shall be a priority when planning and conducting the ceremony. During the ceremony, everyone including students, teachers, Parents/Guardians and others are expected to demonstrate exemplary behavior. The School will ask anyone failing to do so to leave the ceremony immediately.
 18. The School' extra-curricular activities program will aim to encourage innovation and life skills by taking students to all available fairs to enhance their creativity and innovation abilities, activate school alumni, and seek partnerships with community organizations and higher education institutions (e.g., colleges and universities).
 19. Club Leaders will support, approve and ensure every aspect of the policy is maintained, liaise between interested parties – school staff, parents and students. Ensure good communication of the policy to all concerned and communicate cancellation of a club due to unforeseen circumstances no later than one hour before the end of the school day.

ROLES AND RESPONSIBILITIES:

School Owners and Board of Trustees will:

- Review and approve the School's policies, procedures and plans in relation to the safe and effective provision and organization of extra-curricular activities.

School Leaders will:

- Implement the School's policies and procedures, in accordance with this policy and related regulations, and monitor plans in relation to the provision and organization of extra-curricular activities which are enjoyable, beneficial and stimulating for students.
- Encourage students to make full use of the opportunities provided, through their active participation in the extra-curricular activities organized by the School.
- Ensure that students' graduation ceremonies are conducted in accordance with ADEK policies.
- Inform participating students and their Parents/Guardians of the School's graduation ceremony policy as well as the place, time, rules, norms and procedures relating to it.

