



# Extracurricular Activities and Events Policy Document

## AY 25/26

August 2025

Extracurricular Activities and Events

*Effective Date: Aug 2025 Review  
Date: Yearly*

2025-2026

### 1-Introduction

Premium Private School works to enhance the role of extracurricular activities in increasing students' self-confidence, promoting interaction with others, developing skills and abilities, and supporting overall wellbeing. The school is committed to providing a variety of activities that meet the needs and interests of all students, ensuring they are conducted in a safe and responsible environment.

### 2-Purpose

Premium Private School aims to:

1. Provide activities outside the curriculum covering a wide range of interests and skills, including scientific, cultural, artistic, athletic, and philanthropic.
2. Support students in developing essential physical, social, emotional, and cognitive skills.
3. Enhance student wellbeing and foster individual and team talents.
4. Comply with the Abu Dhabi Department of Education and Knowledge (ADEK) guidance to ensure safe and inclusive delivery of activities and events.

### 3-Definitions

Premium Private School adheres to all definitions related to the following policies:

- **Extracurricular Activities (ECA):** Activities that are scientific, athletic, cultural, artistic, social, and philanthropic in nature, including sports teams, clubs, private lessons, field trips, and virtual activities.
- **ECA Coordinator:** Staff member responsible for coordinating all activities and implementing the school policy.
- **ECA Supervisor:** Staff member supervising activities to ensure policy and procedure compliance.
- **Emergency Plan:** A document outlining procedures to handle emergencies and protect students.
- **Field Trips and Exchange Programs:** Includes all activities outside the UAE and international programs, following approved standards.

#### 1.1 Policy Requirements

Premium Private School commits to:

1. Providing inclusive activities for all students across ages, abilities, and interests.
2. Displaying all programs and events offered by the school.
3. Establishing clear procedures for organizing activities.
4. Allowing students to request approval to start new activities.
5. Implementing procedures for safety, supervision, transportation, and risk assessment.
6. Developing and organizing events (e.g., graduation ceremonies).
7. Complying with international exchange program participation procedures.

### 1.2 Appointment of ECA Coordinator

The school appoints one or more ECA Coordinator(s) to implement the policy, responsible for:

1. Reviewing activity plans to ensure alignment with ADEK and school policy.
2. Coordinating all ECA Supervisors and preparing an annual activity calendar.
3. Monitoring younger students to ensure safe attendance or return home.
4. Ensuring all stakeholders are informed about the Student Protection Policy and sign acknowledgment forms.
5. Collecting and storing parental consent forms.
6. Ensuring risk assessments and emergency plans are prepared for each activity.

### 1.3 Policy Awareness

The school ensures:

1. Policy publication on the website and inclusion in student, parent, and staff handbooks.
2. Providing parents with full details of activities, including timing, responsibilities, fees, and registration procedures.
3. Including all regular activities in the school calendar.

## 2. Planning and Delivery of ECAs

### 2.1 Planning

The school shall:

1. Offer a comprehensive range of activities, some free of charge.
2. Conduct risk assessments and emergency planning.
3. Consider UAE culture, morals, and religious/social norms.
4. Comply with health, safety, and nutrition requirements.
5. Obtain principal approval for each activity.

### 2.2 Field Trips

Approval from ADEK and parental consent is required; participation is voluntary.

### 2.3 Overseas Trips

1. Destinations must be from UAE Ministry of Foreign Affairs approved safe countries.
2. Minimize disruption to school learning.
3. Target students from Grade 5/Year 6 and above, with exceptions for gifted students.

### 2.4 Student Involvement

The school encourages students to:

1. Participate in scientific, cultural, athletic, artistic, and philanthropic activities.
2. Join national and international competitions.
3. Start their own activities with school approval.

## Extracurricular Activities and Events

### 2.5 Scheduling of ECAs

Activities are scheduled to minimize disruption to classes, with possible organization during holidays or after school, following ADEK approval.

### 2.6 ADEK Approval

Applications must meet ADEK timelines:

- 15 working days for regular activities.
- 1 month for visitors or service providers.
- 2 months for overseas trips and exchange programs.

### 2.7 Parental Consent

Obtain signed consent for each student, including full activity details, emergency plan, and health information.

**2.8 Fees** The school may charge fees for certain activities while offering free options.

**2.9 Donations** All donations must be used for the stated purpose and comply with applicable laws.

**2.10 Attendance** Maintain attendance records for all activities.

**2.11 Educational Compensation Plan** Compensate missed classes due to participation in ECAs.

**2.12 Record Keeping** Maintain records of participants, supervisors, consent forms, risk reports, and travel plans.

## 3. Safe Provision of ECAs

### 3.1 Legal Compliance

Ensure all activities comply with student protection, health, and safety regulations.

### 3.2 ECA Supervision

- Appoint qualified activity leaders.
- Supervision ratios for field trips:

Grade/Year Level	Ratio (Adult : Students)
Pre-KG/FS1 – Grade 1/Year 2	1:6
Grade 2/Year 3 – Grade 6/Year 7	1:10
Grade 7/Year 8 and above	1:15
Students with Additional Learning Needs	1:3 or higher if required
Overseas trips	1:8

### 3.2 ECA Supervision (Update: Water-Based Activities)

Premium School adheres to the following standards when conducting water-based activities:

- Conduct a comprehensive risk assessment prior to any water-based activity (e.g., swimming, visits to water parks, or beach activities).
- Ensure the availability of an adequate number of lifeguards according to the size and nature of the pool or activity site:

Pool Size	Minimum Number of Lifeguards
25 m	1
50 m	2

- Ensure full supervision and visibility of students across all areas of the water-based activity.
- Rotate lifeguard positions every 15, 20, or 30 minutes; no lifeguard remains in a static position for more than 30 minutes.
- Provide lifeguards with a 15-minute break for every 90 minutes of activity.
- Ensure the availability of necessary safety equipment, including life buoys, rescue ropes, and emergency communication devices.
- Have a qualified adult supervisor on site to ensure students comply with guidelines and regulations.
- Monitor students with additional learning needs individually according to their risk assessment and emergency plan.
- Ensure students only enter the water after health checks and confirmation of physical fitness.

### Risk Assessment and Emergency Planning (Update: Water-Based Activities)

When organizing water-based activities, Premium School ensures:

#### Risk Assessment:

- Prepare a detailed risk assessment including:
  - Type of water-based activity (swimming, boating, water sports).
  - Number of participating students, their ages, and swimming skill levels.
  - Assignment of lifeguards and their responsibilities.
  - Weather conditions and water status.
  - Equipment and facilities required for student safety.

#### Emergency Plan:

- Develop an emergency plan that includes:
  - Rescue and evacuation procedures in the event of an incident.
  - Communication with local emergency services if needed.
  - Supervision of students with additional learning needs during the activity.
  - Emergency steps for adverse weather or hazardous water conditions.

#### Safety Preparedness:

- Ensure a fully equipped first aid kit is available.
- Have a qualified supervisor for water emergency first aid.
- Maintain instant communication devices linking the coordinator, lifeguards, and emergency services.

**3.3 Transportation** Comply with ADEK Transport Policy and provide safe travel plans.

**3.4 Overseas Trips** Provide travel insurance for participants.

**3.5 Virtual Activities** Comply with digital policy; staff supervision required.

**3.6 Activities Involving Animals** Conduct risk assessment and continuous supervision.

**3.7 Risk Assessment and Emergency Planning** Prepare emergency plans for all activities, considering students' needs.

**3.8 Reporting Incident** Report health and safety incidents to the principal and log them on Al Adaa system.

**3.9 Third-Party Facility Use** Follow school facilities policy.

## 4. Events

**4.1 Events Policy** Set standards for all events, including type, participation criteria, dress code, conduct, and risk assessment.

**4.2 Event Execution** Maintain class hours and prevent disruption.

**4.3 ADEK Approval** Submit event approval requests as per ADEK procedures.

### 4.4 Graduation Ceremony

- Formally invite parents.
- No fees charged or materials purchased.

**4.5 Parental Consent** Obtain signed consent for each participating student.

**4.6 Safety** Follow all applicable health and safety requirements.

**4.7 Photography** Allowed with parental consent, adhering to digital policy.

## 5. Exchange Programs

**5.1 School Approval** Authorize participation in international outbound and inbound exchange programs in compliance with laws.

**5.2 Academic Credits** Ensure proper transfer and allotment of credits between schools.

**5.3 Fees** Original school continues tuition collection, with cost-sharing arrangements with host school.

### 5.4 Logistics and Supervision

- **Parent Responsibilities:** All travel, accommodation, visa, and insurance costs.
- **School Responsibilities:** Appoint Student Exchange Coordinator for administrative support and record transfer.

### 6. Inclusion

1. Provide opportunities for all students, including those with additional learning needs.
2. Offer alternative roles if full participation is limited.
3. Make reasonable adjustments for all students to participate in activities.
4. Consider all students' needs in risk assessments and emergency plans.

### Policy Owner Department

#### Education Department

Key Stakeholders		
Policy Owner:	School Principal	PIS School
Reviewed by:	Alaa Attaallah	Principal's Executive Assistant
	Hind Muhammad	Student Affairs Manager
Approved by:	Dr. Alaa Aljuburi	Executive School Principal/Educational Director