EXTRACURRICULAR ACTIVITIES AND EVENTS POLICY

2026-2027

Policy Information			
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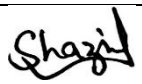
Principal	Dr. Sharmeen		
Vice Principal	Dr. Yasser		
The author of the policy's role	**Coordinator of school activities**		
Name of author	**Shazia Waqar**	**Signature**	
Chair of Governors	**Ms. Gulnaz Reeha**		

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EXTRACURRICULAR ACTIVITIES AND EVENTS POLICY

Extracurricular Activities Statement

At Happy Home English School, Sharjah, we believe that extracurricular activities and school events play an essential role in the holistic development of students. These activities provide valuable opportunities for students to develop confidence, leadership, teamwork, creativity, communication skills, physical fitness, and social responsibility beyond the classroom environment.

Our school is committed to providing a broad and balanced extracurricular programme that supports students' academic, personal, emotional, and social growth. Through participation in extracurricular activities and events, students are encouraged to discover their talents, strengthen their interests, and become active members of the school and wider community.

We believe that extracurricular activities should provide safe, enjoyable, and meaningful experiences that complement classroom learning and promote student well-being. All activities are planned carefully to ensure they are inclusive, age-appropriate, and aligned with the values, culture, and regulations of the United Arab Emirates.

Happy Home English School is committed to ensuring equal opportunities for all students to participate in extracurricular activities, including students of determination. The school promotes a culture of inclusion, respect, responsibility, and collaboration in all extracurricular programmes and events.

The school recognizes the importance of maintaining high standards of safeguarding, supervision, and health and safety throughout all activities. Staff members work collaboratively with parents, school leadership, and external providers to ensure that extracurricular activities and events are organized effectively and responsibly.

At Happy Home English School, we aim to create enriching experiences that inspire students to become confident learners, responsible citizens, and lifelong participants in personal and community development.

Purpose

This policy sets out the school's commitment to providing safe, inclusive, and educationally valuable extracurricular activities and school events for all students.

The school believes that extracurricular activities are an important extension of the educational programme and contribute significantly to students' overall development and wellbeing.

This policy provides a structured framework for planning, organizing, and supervising extracurricular activities and events in accordance with SPEA regulations, UAE laws, and school values.

Aims

✓ Provide students with opportunities for personal growth and skill development beyond the classroom.

✓ Encourage student participation in a wide range of extracurricular activities and events.

✓ Promote leadership, teamwork, creativity, responsibility and social awareness.

✓ Support students' physical, emotional, social and intellectual development.

✓ Ensure all activities are safe, inclusive and appropriately supervised.

✓ Promote respect for UAE culture, traditions, and Islamic values.

✓ Provide equal opportunities for participation for all students, including students of determination.

✓ Ensure extracurricular activities align with the school's vision, mission, and educational objectives.

Objectives

1. Ensure all extracurricular activities and events are planned and implemented effectively.
2. Maintain high standards of student safety, safeguarding, and supervision during all activities.
3. Ensure compliance with SPEA regulations and UAE laws.
4. Provide inclusive participation opportunities for all students.
5. Ensure all required approvals, permissions, and risk assessments are completed.

6. Promote positive student behaviour and responsible participation.
7. Encourage collaboration between staff, students, parents, and external providers.
8. Maintain accurate records related to extracurricular activities and events.

Scope

This policy applies to:

✓ All extracurricular activities are conducted on or off campus.

✓ School events such as celebrations, competitions, exhibitions and graduation ceremonies.

✓ Activities conducted during school hours, after school, weekends, or holidays.

✓ Activities led by school staff, approved external providers, or volunteers.

Guiding Principles

Happy Home English School ensures that:

✓ All extracurricular activities are age-appropriate, purposeful, and safe.

✓ Activities respect UAE culture, traditions, and Islamic values.

✓ Participation remains voluntary unless otherwise stated.

✓ Equal access is provided for all students.

✓ Student protection and safeguarding remain a priority.

✓ Activities contribute positively to students' wellbeing and development.

Types of Extracurricular Activities

The school may provide a variety of extracurricular activities including but not limited to:

✓ Academic and enrichment clubs.

✓ Sports and physical education activities.

✓ Cultural, artistic and creative activities.

✓ Social responsibility and community service activities.

✓ STEM, innovation, and technology-based programs.

✓ Competitions, exhibitions, and educational events.

Some activities may be provided free of charge, while others may involve approved and reasonable fees.

Roles and Responsibilities

School Leadership Team

The School Leadership Team is responsible for ensuring that extracurricular activities and events are implemented safely, effectively, and in alignment with school policies.

✓ Promote a positive and inclusive extracurricular programme.

✓ Ensure compliance with SPEA regulations and school policies.

✓ Review and approve activities, events, and related documentation.

✓ Monitor the effectiveness and quality of extracurricular programs.

Principal

The principal has overall responsibility for approving and overseeing extracurricular activities and events.

✓ Approve all extracurricular programmes and major events.

✓ Ensure activities align with school values and educational objectives.

✓ Support staff in organizing safe and effective programmes.

✓ Ensure appropriate resources and supervision are available.

ECA Coordinator

The principal shall appoint an Extracurricular Activities Coordinator who will oversee the planning and implementation of all extracurricular activities and events.

✓ Plan and coordinate extracurricular activities and school events.

✓ Prepare and maintain the extracurricular activities calendar.

✓ Coordinate with teachers, parents, and external providers.

✓ Ensure parental consent forms are obtained and maintained.

✓ Oversee risk assessments, supervision arrangements, and emergency procedures.

✓ Report incidents or concerns to school leadership where required.

✓The **ECA Coordinator** will consult with the **SENCO during the planning stage** to ensure that all activities are physically and programmatically accessible and inclusive of students with additional learning needs.

Teachers and Supervising Staff

Teachers and supervising staff members are responsible for supporting the safe and successful delivery of extracurricular activities.

✓ Supervise students appropriately during all activities and events.

✓ Promote positive student behaviour and participation.

✓ Ensure activities are conducted safely and responsibly.

✓ Follow safeguarding and emergency procedures where necessary.

✓ Maintain attendance records and activity documentation.

Parents and Guardians

Parents and guardians play an important role in supporting student participation in extracurricular activities.

✓ Complete and return consent forms before participation.

✓ Provide accurate medical and emergency contact information.

✓ Ensure students attend activities regularly and responsibly.

✓ Support the school's expectations regarding conduct and participation.

Planning and Approval Procedures

✓ All extracurricular activities and events must receive approval from the principal.

✓ Activities involving external providers, off-campus visits or additional fees require further management approval.

✓ Activities must not interfere with core instructional time unless approved.

✓ Risk assessments must be completed before activities are implemented.

✓ Appropriate supervision and safety measures must always be maintained.

Student Participation and Inclusion

✓ Students are encouraged to participate in activities according to their interests and abilities.

✓ Students of determination will receive reasonable accommodations and support.

✓ Students may propose new clubs or activities through an approved request process.

✓ Participation opportunities will be provided fairly and inclusively.

Supervision and Safety

✓ Adequate supervision must be provided during all activities and events.

✓ At least one staff member must be present during any extracurricular activity.

✓ Appropriate supervision ratios must be maintained according to student age and activity type.

✓ For all off-campus activities and educational trips, at least one accompanying staff member must hold a valid and in-date **First Aid and CPR.**

✓ Emergency procedures must be communicated clearly to students and staff.

Off-Campus and Overseas Trips

Off-Campus Activities

✓ Written parental consent is mandatory for all off-campus activities.

✓ Detailed planning, including transport, supervision, and safety procedures, must be completed.

✓ Approved transport providers must be licensed by the relevant UAE transport authority and must have valid vehicle inspection and insurance certificates maintained on file.

✓ A designated trip leader must supervise each outing.

Overseas Trips

✓ Overseas trips require SPEA approval.

✓ Only eligible students may participate.

✓ Comprehensive travel and medical insurance must be arranged.

✓ Overseas visits must demonstrate clear educational value.

Parental Consent

✓ Consent forms must include activity details, schedules, locations, fees, and emergency contacts.

✓ Relevant medical information must be disclosed where necessary.

✓ Records of parental consent must be securely maintained by the school.

Conduct and Discipline

✓ Students must follow the school's Code of Conduct during all activities and events.

✓ Staff and volunteers must adhere to professional ethics and safeguarding procedures.

✓ Any misconduct will be addressed according to school disciplinary procedures.

Photography and Digital Safety

✓ Photography and videography require parental permission.

✓ Media usage must comply with UAE laws and school digital safety policies.

✓ Student privacy and online safety must always be protected.

Record Keeping and Compliance

The school will maintain records related to:

✓ Student attendance.

✓ Parental consent forms.

✓ Risk assessments and emergency procedures.

✓ Incident and accident reports.

✓ Activity schedules and approvals.

This policy complies with:

✓ SPEA regulations.

✓ UAE Child Protection Law.

✓ UAE Health and Safety requirements.

The policy will be reviewed annually or whenever required by SPEA.

Successful Extracurricular Activities

Successful extracurricular programmes should:

✓ Promote student wellbeing, confidence, and personal development.

✓ Encourage active participation and teamwork.

✓ Provide safe, enjoyable, and meaningful learning experiences.

✓ Support students' interests, talents, and leadership abilities.

✓ Strengthen connections between school, students, and the wider community.

✓ Reflect the school's vision, mission, and core values.

Compliance and Review

This policy shall be reviewed annually or whenever required by amendments in:

- SPEA regulations
- School operational requirements
- UAE Child Protection Law
- UAE Health and Safety Requirements

Linked Policies

1. Student Protection and Safeguarding Policy
2. Health and Safety Policy
3. Inclusion Policy
4. Transportation Policy

5. Digital Safety Policy
6. Behavior and Code of Conduct Policy
7. Risk Assessment Policy