HAPPY HOME ENGLISH SCHOOL, SHARJAH

OCCASION CELEBRATIONS POLICY

2026–2027

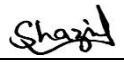
Policy Information			
Created Date	**November 2026**	**Reviewed By**	**Principal**
Review Cycle	**One Year**	**Next Review**	**November 2027**
Principal	**Dr. Sharmeen**		
Vice Principal	**Mr. Niyas**		
The author of the policy's role	**Coordinator of school activities**		
Author Name	**Shazia Waqar**	**Signature**	
Chair of Governors	**Ms. Gulnaz Reeha**		

Table of Contents

Table of Contents

Section	Content	Page No.
1	Introduction	3
2	Purpose of the Policy	3
3	Objectives of the Policy	3
4	Scope of the Policy	3
5	Guiding Principles and Regulatory Alignment	4
6	Types of Occasions and Celebrations	4
7	Planning, Submission and Approval Procedures	5
8	Content, Cultural and Religious Considerations	5
9	Inclusion, Student Participation and Wellbeing	6
10	Health, Safety and Safeguarding	6
11	Food, Gifts, Donations and External Providers	6
12	Communication, Photography and Media	7
13	Roles and Responsibilities	7
14	Conduct and Event-Day Management	8
15	Monitoring, Evaluation and Record Keeping	8
16	Non-Compliance and Corrective Action	8
17	Policy Review and Amendment	8
18	Concluding Statement	9

1. Introduction

Happy Home English School Sharjah recognises that school occasions and celebrations provide meaningful opportunities to enrich students' learning, strengthen Emirati national identity, appreciate cultural heritage, promote Islamic values and positive character, and build a respectful and connected school community.

The school shall plan and conduct all occasion celebrations as purposeful educational experiences. Each celebration must have a clear learning or wellbeing purpose, be suitable for the age and developmental needs of students, and be consistent with the laws, values, traditions and regulatory requirements applicable in the United Arab Emirates and the Emirate of Sharjah.

This policy establishes a consistent framework for proposing, approving, preparing, conducting, evaluating and documenting occasion celebrations. It is to be read alongside the school's safeguarding, health and safety, behaviour, inclusion, food and nutrition, digital/photography, trips and emergency procedures.

2. Purpose of the Policy

The purpose of this policy is to establish a transparent, safe, inclusive and educationally purposeful system for celebrating national, religious, cultural, international and school-wide occasions at Happy Home English School Sharjah.

- To ensure that celebrations are planned and delivered in alignment with applicable SPEA directions and other competent UAE authority requirements.
- To promote respect for UAE identity, Islamic values, local culture, heritage and community traditions.
- To provide students with meaningful opportunities to develop social responsibility, creativity, communication, teamwork, leadership and intercultural understanding.
- To ensure that celebrations do not compromise student safety, dignity, wellbeing, safeguarding or the continuity of teaching and learning.
- To clarify approval routes, staff responsibilities, documentation and accountability.

3. Objectives of the Policy

- Develop students' understanding and appreciation of UAE national identity, heritage, history, symbols and community values.
- Recognise Islamic occasions and values through age-appropriate, respectful and educational activities, in consultation with the Islamic Education Department where relevant.
- Encourage students to understand local and global cultures with respect, sensitivity and without stereotyping or discrimination.
- Connect occasion-based learning to curriculum themes, real-life contexts, service learning, sustainability, health awareness and community engagement.
- Ensure fair access and reasonable adjustments for students of different ages, abilities, backgrounds and support needs.
- Promote student voice and leadership through supervised participation in planning, presenting, creating and reflecting.
- Maintain reliable evidence of planning, participation, impact, risk management and improvement.

4. Scope of the Policy

This policy applies to all students from FS2 to Year 7 and to all staff, volunteers, parents/guardians, visitors, contractors and external partners involved in a school-organised occasion celebration. It applies to celebrations held on school premises, at an approved off-site venue, online, or through school communication and media channels.

- UAE national and civic occasions, including occasions formally recognised by the UAE authorities.
- Islamic and religiously significant occasions observed by the school in an educational and respectful manner.

- Emirati heritage, cultural and community celebrations.
- International awareness days and educational observances, such as wellbeing, environment, literacy, science, kindness and health awareness days.
- School ceremonies, commemorations, assemblies, appreciation events and community celebrations.
- Class-based and phase-based occasion activities, displays, competitions and student-led presentations.

5. Guiding Principles and Regulatory Alignment

All celebrations shall be governed by the following principles:

- Educational purpose: each event must have defined learning outcomes, intended values or wellbeing outcomes, and age-appropriate activities.
- UAE identity and cultural respect: content, language, dress, music, symbols, performances and displays must respect UAE laws, culture, traditions and Islamic values.
- Inclusion and dignity: no student shall be disadvantaged, embarrassed, stereotyped or excluded on the basis of ability, language, nationality, culture, family circumstances or personal characteristics.
- Safety and safeguarding: the school retains responsibility for appropriate supervision, risk controls, safe premises, emergency arrangements and protection of children.
- Learning continuity: events must be scheduled so that required instructional time and essential learning are protected.
- Accountability: no celebration may proceed without the required internal approvals and any external permission required by a competent authority.
- Partnership: where appropriate, students, parents, staff and approved community partners may contribute within clear school controls.

6. Types of Occasions and Celebrations

The Activity Coordinator, in consultation with the Principal and relevant departments, shall classify each proposed occasion and determine the appropriate format, content and approval requirements.

6.1 UAE national and civic occasions

Celebrations may include UAE Flag Day, Eid Al Etihad, Commemoration Day, Emirati Day for Education and other officially recognised national occasions. Programmes should strengthen belonging, responsible citizenship, appreciation of the UAE's achievements, respect for leadership and understanding of national heritage. Official protocols for the UAE flag, national anthem, portraits and other national symbols must be followed.

6.2 Islamic occasions

Activities linked to Ramadan, Eid Al Fitr, Eid Al Adha, Hajj and other Islamic occasions must be respectful, age-appropriate and consistent with Islamic values. The Islamic Education Department shall review religious references, recitations, translations, explanations and related content before approval. The school shall not stage or imitate religious rites as entertainment.

6.3 Emirati heritage and cultural occasions

Activities may include heritage displays, traditional crafts, storytelling, poetry, local history, community knowledge and intergenerational learning. Content must be accurate, respectful and free from caricature, stereotypes or inappropriate costume representations.

6.4 International awareness and educational observances

International days may be used to deepen understanding of educational themes such as environment, science, literacy, health, kindness, inclusion and peace. These shall be framed as learning and awareness activities. They must not promote political campaigning, ideological advocacy, inappropriate material or religious observance inconsistent with UAE requirements.

6.5 School ceremonies and appreciation events

School ceremonies, award presentations, student leadership events and appreciation occasions must have transparent selection criteria, dignified presentation and appropriate supervision. Recognition must not humiliate students who are not selected or create avoidable pressure on families.

7. Planning, Submission and Approval Procedures

All occasions shall be included in the school's annual events and extracurricular calendar where foreseeable. Inclusion in a draft calendar does not constitute final approval to conduct the event.

- Initial proposal: the relevant Club In-charge, HOD or designated event lead submits an occasion proposal to the Activity Coordinator within the school's announced planning timeline.
- Departmental discussion: the event lead discusses the purpose, proposed activities, target phase/year groups, student roles, resources, venue, timings, staffing and learning outcomes with the relevant department(s).
- Action plan: the proposal includes a programme schedule, task allocation, resource/requisition list, communication plan, inclusion arrangements, risk assessment and proposed evidence of impact.
- Review: the Activity Coordinator checks alignment with the annual calendar, age suitability, educational value, duplication, assessment dates, instructional time and operational feasibility. Relevant HODs review subject-specific content.
- Management approval: the completed plan is submitted through the school's established internal approval route to the Principal / Vice Principal / Management. No public announcement, expenditure, booking, invitation or commitment shall be made before approval.
- External permissions: where the nature, venue, provider, fundraising, public performance, transport or other feature requires permission or notification from SPEA or another competent authority, the school shall secure it before proceeding.
- Parent communication and consent: where participation, off-site attendance, external visitors, special arrangements, photography or other matters require parent notification or consent, the school shall issue clear communication and collect written consent before the activity.
- Changes: any material change to date, venue, content, audience, provider, cost or risk profile must be resubmitted for management review and any further authority approval required.
- Final readiness check: the event lead confirms staff deployment, student lists, access arrangements, first-aid provision, emergency contacts, equipment, permissions and contingency plans before the event begins.

The school's internal workflow shall normally be: Department / Club discussion → Activity Coordinator review → relevant HOD / specialist review → Excellence Team review where applicable → Principal / Management approval → implementation. Management may adapt the routing according to the scale and nature of the event.

8. Content, Cultural and Religious Considerations

- All scripts, speeches, posters, presentations, videos, songs, poems, displays, costumes, props and online content must be reviewed before use by the designated event lead and relevant HOD.
- Content connected to Islamic teachings, Quranic recitation, Hadith, religious terminology or religious occasions must be checked by the Islamic Department / Islamic Coordinator. Arabic-language content must be checked by the Arabic Department where appropriate.
- UAE national symbols and protocols must be handled with respect and in accordance with official UAE guidance. The UAE flag must not be used as a costume, disposable decoration or material for inappropriate handling.
- Celebrations must not contain political campaigning, partisan messages, proselytising, discriminatory language, hate speech, mockery of religion or culture, violent or sexually explicit material, or content prohibited by UAE law.
- International and cultural themes must be presented accurately and sensitively. Avoid reducing a country, religion or community to food, dress, accent or stereotypes.
- Performances, music, dance, dress and visual materials must be appropriate for the school context, student age and UAE cultural expectations. Any uncertainty must be referred to management before inclusion.
- Religious occasions shall be observed with respect and learning; participation in any non-curricular religious or cultural performance shall not be coerced.

- All printed and digital materials intended for students, parents or the public must receive the required school approval before circulation.

9. Inclusion, Student Participation and Wellbeing

- Activities shall be designed for the developmental stages and needs of FS2, Phase 2 and Phase 3 students. Tasks, language, duration and expectations must be adjusted accordingly.
- Students of Determination and students with additional learning, sensory, mobility, communication or health needs shall be considered during planning. The event lead shall consult the Inclusion Team / SENCO and make reasonable adjustments in line with the student's support plan and school procedures.
- Participation opportunities should be broad and varied, including speaking, research, art, display preparation, technology, backstage support, organisation, reflection and service activities.
- Students shall not be compelled to perform publicly, wear a costume, disclose personal or family information, or participate in an activity that causes distress. An appropriate alternative or supported role should be offered.
- Activities must avoid excessive rehearsal, unnecessary disruption to learning, unreasonable expense to families or competition that undermines wellbeing.
- Where an activity is non-curricular or extracurricular, participation shall be voluntary where applicable. The school shall communicate any essential learning activity distinctly from optional enrichment.
- Students' contributions should be acknowledged fairly. Selection for performances or awards should use clear, age-appropriate and transparent criteria.
- Celebrations should promote positive relationships, belonging, empathy, resilience, teamwork, communication and responsible participation.

10. Health, Safety and Safeguarding

The event lead is responsible for completing a proportionate written risk assessment in consultation with the Health and Safety Head and other relevant staff. The school's safeguarding and emergency procedures remain applicable throughout every celebration.

- Identify hazards associated with crowd movement, stage/platform use, electrical equipment, cables, sound systems, decorations, heat, outdoor exposure, sports or physical activities, tools, craft materials, transport and visitors.
- Confirm safe capacity, suitable venue, entry and exit routes, assembly points, accessible routes, emergency access and crowd-control arrangements.
- Provide active supervision by designated staff. Staff duties, student groups, transitions, toilet arrangements and dismissal arrangements must be clear.
- Confirm first-aid coverage and access to the school clinic / designated first-aid personnel. Emergency contacts and escalation arrangements must be available to the event team.
- Use only safe, age-appropriate, stable and properly maintained equipment. Decorations must not obstruct exits, fire equipment, corridors or visibility.
- Do not use open flames, fireworks, hazardous substances, unsafe electrical connections or other high-risk effects. Any exceptional proposal requires specific management and competent-authority approval and must comply with applicable safety requirements.
- Outdoor events must include heat, weather, hydration, shade and contingency arrangements. Activities shall be postponed, relocated or cancelled if conditions are unsafe.
- Visitors, volunteers and external providers must be authorised, identified, supervised and subject to the school's safeguarding and visitor procedures.
- Any accident, injury, near miss, safeguarding concern or serious behaviour incident must be reported immediately through the school's established reporting and escalation process.

11. Food, Gifts, Donations and External Providers

- Food may be included only with prior management approval and in accordance with the school's food and nutrition, allergy, hygiene and medical procedures. The event lead must check known allergies and dietary restrictions with the relevant staff.
- Food distribution must be supervised, hygienic and age-appropriate. Food must not be used as a reward that excludes or embarrasses students. Homemade or externally supplied food may be restricted by management.
- Parents must not be asked to make compulsory purchases, provide costly costumes or materials, or pay an event fee unless the arrangement has been formally approved and is compliant with applicable requirements.
- Gifts, prizes and certificates must be modest, equitable and approved. Any competition must have clear criteria and appropriate recognition for participation.
- No fundraising, charitable collection, sponsorship solicitation or handling of cash may take place without prior written management approval and any permission required from the relevant competent authority.
- External performers, speakers, cultural organisations, vendors and service providers may be engaged only after management approval and verification of relevant licences, credentials, suitability, safeguarding arrangements and insurance where applicable.
- The school remains responsible for the safety and supervision of students during school-organised activities, including those delivered with external partners.

12. Communication, Photography and Media

- All parent notices, invitations, consent forms, social media captions, website updates, press releases and public-facing materials must be approved through the school's communication and management procedures.
- Communications must state the occasion, educational purpose, date, timings, student groups, dress requirements (if any), items required, cost (if approved), consent arrangements and contact route.
- Photography, video recording and publication of identifiable student images must follow the school's consent, safeguarding and digital/photography procedures. Permission to attend an event does not automatically constitute permission to publish a student's image.
- Staff and visitors must not use personal devices to photograph or record students unless specifically authorised under school procedures.
- Student names, personal details, medical information and other confidential information must not be disclosed in displays, programmes or online content without an authorised basis and approval.
- Any media or external coverage must be coordinated by management or the designated school representative.

13. Roles and Responsibilities

Role	Key Responsibilities
Principal / School Management	Provides strategic oversight; approves the annual calendar and individual event plans; authorises expenditure, communications, external engagement and changes; ensures compliance with SPEA and other authority directions; decides whether an event is postponed, modified or cancelled.
Vice Principal / Senior Leadership Team	Reviews operational feasibility, timetable impact, staffing and supervision; coordinates relevant phases and departments; supports monitoring and escalation.
Activity Coordinator / Head of Activities	Maintains the annual occasions calendar; issues planning timelines and templates; reviews proposals and action plans; coordinates departmental and Excellence Team review where applicable; checks evidence and reports; monitors implementation and recommends improvements.
HODs / Club Heads / Event Leads	Develop the event concept and action plan; ensure subject and cultural accuracy; allocate duties; prepare resources; brief students and staff; complete risk assessment with relevant teams; manage the event and submit the post-event report.

Islamic Department / Islamic Coordinator	Reviews Islamic content, Quranic recitation, Hadith, translations and religious references to ensure accuracy and appropriateness.
Arabic Department	Reviews Arabic language content, where applicable, for accuracy and suitability.
Health and Safety Head / Clinic / First-Aid Team	Advises on risk controls, venue safety, first aid, emergency readiness, food/allergy and incident reporting.
Inclusion Team / SENCO	Advises on accessibility, reasonable adjustments, individual support needs and participation arrangements.
Class Teachers / Supervisors	Supervise assigned students; brief students on expectations; support transitions, attendance and safe participation; report concerns and incidents.
Students	Participate respectfully; follow instructions; care for resources and venues; represent the school positively; contribute ideas and feedback within agreed boundaries.
Parents / Guardians	Read school communications; provide required consent and relevant information; support approved arrangements; follow school visitor and event expectations.
External Providers / Visitors	Follow school instructions, safeguarding and safety rules; provide accurate information and required documentation; remain within the approved scope of engagement.

14. Conduct and Event-Day Management

- The event lead shall conduct a staff briefing before the event and ensure all staff know their assigned roles, student groups, timings, emergency arrangements and reporting route.
- Students must follow the school's behaviour expectations, dress code and staff instructions. Respectful language, orderly movement and care of school property are required.
- Attendance must be recorded for participating students. Staff must maintain appropriate supervision during preparation, rehearsals, the event itself and dismissal.
- Visitors and parents must remain in authorised areas and follow sign-in, identification, photography and safeguarding instructions.
- Programmes must start and finish at the approved times. Changes to the running order must not compromise safety, inclusion or instructional time.
- The event lead may stop an activity immediately if an unsafe condition, safeguarding concern, inappropriate content or serious disruption arises. The matter must be reported to management.
- At the end of the event, the venue must be checked, resources returned, waste removed and any damage or incident reported.

15. Monitoring, Evaluation and Record Keeping

Every celebration shall be evaluated to determine whether it achieved its stated purpose and contributed positively to students' learning, wellbeing and development. Evaluation must focus on impact and improvement, not merely on whether the event took place.

- Approved proposal and action plan, including intended outcomes and target groups.
- Management approval and any required SPEA / competent-authority permission or correspondence.
- Risk assessment, emergency arrangements and staff duty allocation.
- Parent communication, consent records and attendance/participation records, where applicable.
- Approved scripts, presentations, display materials, photographs or videos in accordance with consent and privacy requirements.
- Evidence of student voice, work samples, reflections, feedback, participation and learning outcomes.
- Post-event report, including strengths, challenges, incidents, resource use and recommendations.
- Records of any corrective action, follow-up communication or improvement required.

The event lead shall submit the post-event report and evidence to the Activity Coordinator within the school's stated reporting deadline. Records shall be stored securely in the designated school location and made available to authorised school leaders or regulators when required.

16. Non-Compliance and Corrective Action

Any proposed or ongoing activity that does not comply with this policy, school procedures, management approval or applicable authority requirements may be amended, paused, postponed or cancelled.

- Staff must raise concerns promptly with the Activity Coordinator and management.
- Management may require removal or correction of inappropriate content, changes to the programme, additional safeguards, or suspension of an activity.
- Any incident involving safety, safeguarding, discrimination, unauthorised fundraising, misuse of images or breach of authority directions must be escalated through the relevant school procedure.
- Where staff, students, visitors or providers fail to follow approved arrangements, the school may take proportionate action in accordance with its applicable policies and procedures.
- Lessons learned shall be documented and used to strengthen future planning and compliance.

17. Policy Review and Amendment

This policy shall be reviewed annually by the Activity Coordinator / Head of Activities in consultation with school leadership and relevant departments. An earlier review shall be undertaken where SPEA issues new directions, UAE legislation or authority guidance changes, an incident identifies a policy gap, or school operations require revision.

Any amendment shall be submitted to the Principal / School Management for approval and communicated to relevant staff. The current approved version shall be maintained as the authoritative copy.

18. Concluding Statement

Happy Home English School Sharjah is committed to celebrating occasions in a manner that is educationally meaningful, culturally respectful, inclusive, safe and aligned with the values and expectations of the United Arab Emirates and the regulatory framework applicable in Sharjah.

Through careful planning, clear governance, student participation, effective supervision and reflective evaluation, the school aims to ensure that every occasion celebration contributes to students' personal and social development, appreciation of heritage and culture, wellbeing, innovation skills and sense of responsible belonging.