



**DUBAI
BRITISH
SCHOOL**
JUMEIRAH PARK

Extra-Curricular Activity Programme Policy

This procedure is reviewed annually to ensure compliance with current regulations

	Date	Name(s):
Created:	2015	ECA Director
Last reviewed:	December 2022	Vice Principal
To be reviewed:	August 2023	

RATIONALE AND PURPOSE

The Extra Curricular Programme at Dubai British School Jumeirah Park should inspire, extend and enrich the opportunities available to students through well-structured and engaging activities that enhance their development physically, mentally, globally or socially.

POLICY STATEMENT

To ensure that all students are exposed the highest provision possible:

- ECAs should provide students the opportunity to consolidate learning and experience new opportunities in academic, active and creative fields.
- ECAs should provide exposure to competition for those willing and ready, and a supportive framework for those still developing their skills, thus meeting the needs of all, inline with the school vision
 - **Enjoy:** clubs for enjoyment, excursion clubs (e.g. Swim Fit, horse riding)
 - **Aspire:** clubs for students not yet ready for squad/ coemption level (e.g. Sketching Club, Football)
 - **Achieve:** clubs which are part of the school's competitive programme (e.g. Swim Squad, Chevron Readers' Cup)
- ECAs should be meaningful, enjoyable and challenging with clear learning pathways or set tasks to accomplish. Primary ECAs will culminate in an ECA Showcase each term, where parents will be invited in to see the outcomes of the club (e.g. Art exhibition, netball match).
- ECAs should be **inclusive**, reflecting the ethos of the school.

GUIDING PRINCIPLES

- ECAs should carry the same teacher: student ratio as timetabled lessons (Maximum 1:26) unless Health and Safety requirements deem otherwise.
- If less than 3 pupils sign up for a particular ECA, the staff member responsible for this ECA will be required to offer another option or help at an ECA which is oversubscribed.
- ECAs should not be cancelled unless it is absolutely necessary.
- ECAs should be carefully and strategically planned for, taking into consideration age-appropriateness, facilities available, the heat in Dubai etc.
- All pupils will have the opportunity to attend at least 1 ECA. Sign-up and coordination of this will be done through a randomized system to ensure fair and effective allocation to clubs.

ROLES AND RESPONSIBILITIES

- The ECA Coordinator will be responsible for managing the administration of ECAs (e.g system set up, ECA allocation, communication with staff, registers, ECA collection points, liaising with parents and sourcing new club opportunities for pupils).
- As a priority area of the school, the SLT will be responsible for ensuring the strategic direction and execution of the ECA programme. SLT will conduct walk-throughs to ensure high standards of provision.
- All staff are required to offer at least one after school ECA per term, which is planned and delivered effectively and appropriately.
- If a member of staff is absent on the day of their ECA they should inform Primary/Secondary SLT, when notifying the school of their absence.
- Staff members are responsible for taking a register in accordance with the school's Health and Safety

and Safeguarding procedures. Accurate registers **must** be taken at the start of the activity.

- Staff wishing to offer booster/revision sessions should do so in addition to their allocated ECA.
- Parents are encouraged to attend the Primary Showcase events.

SUPPORT FOR STUDENTS

- Students will be actively encouraged to join the ECA programme, with Class Teachers and Form Tutors taking a lead role in this
- For students on the SEND register, the Inclusion Team, under the guidance of the Head of Inclusion, will ensure that students with additional needs are well supported during the ECA programme. They will also make sure that there are equal opportunities for all students across the ECA programme.
- Students who require 1:1 support (ILSA) during the school day will also require this support when attending ECAs. It is the role of the Head of Inclusion to ensure parents are clear about this and that the support is in place.