



Extracurricular Activities & Events Policy

Al Sanawbar Private School

Effective Date: AY 2024–2025

Review Date: June 2026

Reviewed By: Senior Leadership Team (SLT)

1. Introduction

At Al Sanawbar Private School, extracurricular activities (ECAs) and school events are an integral part of holistic education. They enhance students' confidence, teamwork, creativity, and wellbeing while nurturing leadership and civic responsibility. The school is committed to providing diverse, inclusive, and safe extracurricular opportunities aligned with ADEK's Wellbeing, Inclusion, and Health & Safety policies.

2. Purpose

- Ensure access to diverse ECAs and events fostering academic, physical, cultural, artistic, intellectual, and philanthropic development.
- Promote student wellbeing, inclusion, and talent development.
- Ensure safe, supervised, and culturally respectful delivery of ECAs in line with ADEK regulations.
- Clarify roles, responsibilities, and approval mechanisms for school-based and external activities.

3. Policy Framework

3.1 Commitment to Inclusion

ECAs are open to all students regardless of age, gender, ability, or nationality. Adaptations and alternative roles ensure equitable participation. Participation records are monitored for inclusivity.

3.2 Scope of Activities

Al Sanawbar offers a comprehensive range of ECAs: academic, cultural, artistic, athletic, intellectual, and philanthropic. At least one free internal activity per term is provided.

3.3 Organization Process

Activities are planned annually by the ECA Coordinator in consultation with SLT. Each requires Principal and, when necessary, ADEK approval. The calendar is shared through newsletters, assemblies, and the website.

3.4 Student-Initiated ECAs

Students may submit proposals via a Student Activity Proposal Form to the ECA Coordinator, detailing objectives, supervision, and risk mitigation.

4. Roles and Responsibilities

Role	Responsibilities
Principal	Approves ECAs/events; ensures ADEK compliance; oversees safety and wellbeing.
Vice Principal	Supervises implementation and risk management.
ECA Coordinator	Coordinates plans; ensures risk assessments, consents, and compliance with ADEK policies.
ECA Supervisors	Deliver ECAs; ensure safety; report incidents; maintain attendance records.
Teachers & Volunteers	Support participation and behavior consistent with school conduct.
Parents	Provide consent, ensure timely pickup, and encourage participation.

Students

Participate responsibly and uphold behavior expectations.

5. Safe Delivery of ECAs

Adequate supervision and safety measures are maintained across all ECAs, field trips, and events.

5.1 Supervision Requirements

Minimum two adults per activity (one female if female students attend). Ratios: Grades 7+: 1:15, Grades 2–6: 1:10, KG: 1:6, Students of Determination: 1:3, Overseas trips: 1:8. All supervisors sign ADEK Student Protection and Conduct policies.

5.2 Risk Assessment and Emergency Planning

Each ECA includes a risk assessment and emergency plan with age, ability, and environment considered. A first-aid kit and trained staff must be available. Incidents are logged in the AI Adaa system.

5.3 Transportation

Transport follows ADEK and ITC regulations. Only approved buses and drivers are used. Travel plans include safety and rest considerations.

5.4 Field Trips & Overseas Trips

Field trips require parental consent and are optional. Overseas trips (Grade 5+) require ADEK approval, insurance, and UAE nationals' registration on Twajudi.

5.5 Virtual Activities

Virtual ECAs comply with ADEK Digital Policy. A staff member must be present when external hosts are involved.

5.6 Activities Involving Animals

Permitted after risk assessment and veterinary clearance. Animals kept supervised in clean areas under Wellbeing Committee oversight.

6. Parental Consent and Fees

Parental written consent is mandatory for all ECAs/events, including details of activity, location, emergency contacts, and medical information. Fees must be reasonable, ADEK-approved, and announced prior to commencement. Donations require authorization and transparency.

7. Events Organization

Events include academic fairs, cultural celebrations, and graduation ceremonies. Minimum instructional hours must be maintained. Graduations are free of charge;

photography requires parental approval and compliance with ADEK Digital Policy.

8. Record Keeping and Monitoring

The school maintains complete records for each ECA and event including participants, consent forms, risk assessments, travel plans, and reports. Records are reviewed termly by SLT and submitted to ADEK upon request.

9. Inclusion and Student Wellbeing

Students with additional learning needs are supported to participate safely through adjustments. ECAs promote leadership, teamwork, and UAE national identity.

10. Awareness and Communication

The policy is available on the website in English and Arabic and included in handbooks. ECA schedules are shared termly through official channels.

11. Compliance and Review

This policy is effective AY 2024–2025, reviewed annually by SLT, with full compliance by AY 2025–2026. Non-compliance may lead to ADEK intervention per Federal Law No. 31 of 2021.