

Extracurricular Activities and Events Policy

(Aligned with ADEK Extracurricular Activities & Events Policy Guide v1.0, January 2025)

Signed by: K. George Mathew (Principal/CEO)

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1. Introduction

At GEMS United Indian School (GUIS), extracurricular activities (ECAs) and events — including the school’s **ASPIRE (After School Program for Inspiration and Recreation)** — are an integral component of holistic education.

These activities aim to enhance students’ academic performance, confidence, social skills, and wellbeing, while promoting creativity, teamwork, and leadership.

In line with the **Abu Dhabi Department of Education and Knowledge (ADEK) Extracurricular Activities and Events Policy**, GUIS provides structured and safe opportunities for students to participate in clubs, sports, arts, competitions, and field trips, ensuring inclusivity for all learners, including students with additional learning needs.

This policy applies to all school-organized extracurricular and co-curricular activities involving student participation, whether on or off school premises, including **ASPIRE activities, field trips, residential programs, and virtual events**.

2. Purpose

This policy ensures that:

- GUIS offers a diverse range of activities meeting the needs, abilities, and interests of students.
- Health, safety, and wellbeing are prioritized throughout all ECA and event stages.
- Clear operational procedures for approvals, supervision, and risk management are in place.
- ADEK requirements and cultural values of the UAE are upheld at all times.

3. Scope

This policy applies to:

- All **students** of GEMS United Indian School participating in ECAs, trips, or events.
- All **staff members, activity coordinators, supervisors, parent volunteers, and third-party service providers** involved in ECAs.
- All **school-led extracurricular and enrichment activities**, including ASPIRE programs and overseas trips.

4. Roles and Responsibilities

Role	Responsibilities
Principal	Provides overall oversight, ensures ADEK policy compliance, and approves all ECA and event plans prior to submission to ADEK.
Vice-Principal	Supervises ECA implementation across grade levels, ensuring academic integration and student participation equity.
Academic Supervisors	Review and support activity plans to align with learning outcomes; monitor participation records.
Assistant Supervisors	Assist in coordination and monitoring of ASPIRE sessions and other ECAs, ensuring timely communication with parents.
Activity Coordinator	Leads ECA planning, scheduling, and execution (including ASPIRE). Prepares risk assessments, maintains attendance, and liaises with ADEK and external partners.
Manager, School Operations (MSO)	Ensures logistical support, facility safety, transportation arrangements, and vendor compliance.
Teachers / Supervisors	Supervise students during activities, enforce safety measures, and complete post-activity evaluation reports.

Role	Responsibilities
Parent Volunteers	Support on-campus and off-campus activities under the supervision of the Activity Coordinator.
Students	Participate responsibly, follow safety rules, and represent GUIS with respect and integrity.

5. Policy Guidelines

5.1 Parental Consent

- Written consent must be obtained from parents/guardians for each ECA, ASPIRE session, or event.
- Consent forms are retained by the school for ADEK compliance checks.

5.2 Health and Safety

- All ECAs must comply with the **ADEK School Health and Safety Policy**.
- Risk assessments are mandatory for every activity and kept on file.
- Qualified first-aid staff must be available during all activities and trips.

5.3 Educational Compensation Plan

- Students unable to participate in ECAs due to medical or academic reasons will receive alternative learning opportunities coordinated by teachers and supervisors.

5.4 Activity Planning

- Each ECA must have a clear purpose, expected outcomes, and schedule approved by the Activity Coordinator and Vice-Principal.
- For ASPIRE activities, session outlines are shared with parents each term.

5.5 Costs and Fees

- GUIS will not apply mark-ups on activity costs.
- Fees, where applicable, will be communicated transparently to parents in advance.

5.6 Cultural and Religious Considerations

- All ECA and event content will align with UAE cultural and religious values, per the **ADEK School Cultural Consideration Policy**.
- Activities that include performances or media will be pre-approved by the Principal.

5.7 Administrative Approvals

Administrative clearance is required for:

- ECA trips outside the school.
- Parent volunteers and supervisors.
- Third-party service providers conducting activities on campus.
- Any ASPIRE activity involving external instructors.

5.8 Supervision Ratios

- Minimum of **2 supervisors** per activity, with at least **one female supervisor** if female students are involved.
- For students with additional learning needs: ratio of **1:3** (adult to student).
- For overnight stays: ratio and supervision requirements will follow ADEK guidelines.

5.9 Overnight and Off-Campus Trips

- Only Grade 5 and above may participate in overnight ECAs.
- Risk assessments and separate accommodations by gender are mandatory.
- All trips require Principal and ADEK approval.

5.10 Third-Party Usage of School Facilities

- Any external use of facilities for ECAs must comply with the **ADEK School Buildings and Facilities Policy**.
- Risk assessments, safety checks, and insurance coverage are required.

6. Approval Process for Activities and Events

6.1 Within UAE

All school events and ECAs require:

- Approval by the Principal and Activity Coordinator.
- Health and safety review by the MSO.
- Risk assessment and supervision plan.

Special categories:

- **Entertainment Trips:** Conducted outside school hours where possible.
- **Extreme Activities:** Require ADEK-approved providers and certified instructors.
- **Reward Trips:** Require written rationale linked to student behavior or achievement.
- **Fundraising:** Must follow Federal Decree Law No. (3) of 2021 and obtain a **TAMM Fundraising Permit**.

6.2 Overseas Trips

- To be approved by ADEK through the **PASS system**.
- Trips must have educational relevance and parental consent.
- A minimum of 2 staff supervisors (including 1 female) must accompany the group.
- Travel insurance, itinerary, and emergency contact plans are mandatory.

7. ASPIRE Program (After School Program for Inspiration and Recreation)

- Operates daily/weekly after school hours under the supervision of the **Activity Coordinator**.
- Offers academic enrichment, sports, performing arts, and creative workshops.
- Attendance is voluntary and tracked via the student management system.
- Transportation and pick-up arrangements must be coordinated through the MSO.
- Health, safety, and supervision standards identical to ADEK ECA policies apply.
- Feedback and participation data will be reviewed quarterly by the Vice-Principal and Principal.

8. Compliance and Monitoring

- GUIs will undergo internal and ADEK compliance checks as per the **ADEK School Compliance Policy**.
- Non-compliance may result in internal review or ADEK enforcement actions.
- Activity records, approvals, and consent forms will be maintained for a minimum of 2 academic years.

9. Review and Improvement

- The Activity Coordinator will review the ECA Policy annually in consultation with the Principal, Vice-Principal, and MSO.
- Feedback from staff, students, and parents will inform updates.
- The revised policy will be shared with ADEK for alignment confirmation when necessary.

10. References

- ADEK Extracurricular Activities and Events Policy Guide (v1.0, Jan 2025)
- ADEK School Health and Safety Policy
- ADEK School Cultural Consideration Policy
- ADEK School Buildings and Facilities Policy
- ADEK School Compliance Policy
- Federal Decree Law No. (3) of 2021 on Regulating Donations

This policy has been developed to ensure full compliance with ADEK guidelines while reflecting GEMS United Indian School's operational structure and commitment to holistic education through the ASPIRE Program.

K. George Mathew

Principal /CEO