Model Private School

Extracurricular Activities and Events Policy

(Aligned with ADEK Extracurricular Activities and Events Policy, Version 1.1, September 2024)

Review Date:	March 2026		
Next Review Date:	March 2027		
Acting Principal	Mr. I J Nasari		
Signature		***Date:***	31-March-2026
MPS Board of Governors	Haji. Meethalakath Mehmood		
Signature		***Date:***	05-April-2026

1. Introduction

Model Private School recognizes extracurricular activities (ECAs) as an essential component of holistic education. ECAs promote students' personal, social, and academic development while enhancing physical and emotional wellbeing. Our school is committed to offering a broad range of safe, inclusive, and enriching extracurricular activities in full compliance with ADEK's Wellbeing Policies.

2. Purpose

This policy aims to:

- Provide students with opportunities for scientific, artistic, athletic, cultural, and philanthropic enrichment.
- Foster students' social, emotional, and leadership skills.
- Ensure the safe, inclusive, and equitable provision of ECAs and events.
- Comply with ADEK's regulatory and wellbeing requirements for extracurricular programming.

3. Scope

This policy applies to all extracurricular and co-curricular activities, clubs, events, field trips, exchange programs, and other activities organized or endorsed by Model Private School, both on- and off-campus.

4. Policy Requirements

4.1 Inclusivity and Range of Offerings

Model Private School shall offer an inclusive range of ECAs catering to the diverse interests, ages, and abilities of students. Activities will include, but are not limited to:

- Academic and intellectual clubs
- Sports and physical education activities
- Art, music, and cultural programs
- Environmental and social service initiatives
- Leadership and innovation programs

At least some ECAs will be offered **free of charge**, especially those conducted by internal staff or volunteers.

4.2 Appointment of an ECA Coordinator

The school shall appoint an **ECA Coordinator** responsible for:

- Reviewing all ECA proposals to ensure alignment with ADEK policies.
- Coordinating ECA calendars and publishing them for parents and students.
- Ensuring all ECA Leaders and Supervisors comply with ADEK policies, including Student Protection and Health & Safety.
- Overseeing risk assessments, emergency plans, and parental consent forms.
- Communicating any emergencies or changes to ECA schedules.

4.3 Student Participation and Initiatives

Students will be encouraged to actively participate in ECAs and may propose new activities with the Principal's approval.
Proposals must include objectives, supervision arrangements, and risk mitigation plans.

4.4 Parental Consent

Written parental consent is mandatory for every student participating in an ECA, event, or trip. Consent forms shall include:

- Type and objective of activity
- Schedule, venue, and transportation details
- Health and emergency information
- Contact details of ECA Coordinator and supervisors

4.5 Scheduling and Attendance

- ECAs shall be scheduled to minimize disruption to timetabled classes.
- Attendance records for all ECAs and events will be maintained.

- When ECAs occur during class hours, the school will implement an **Educational Compensation Plan** to make up for missed lessons.

5. Safety and Compliance

5.1 Supervision and Ratios

All ECAs shall have adequate adult supervision in accordance with ADEK's prescribed ratios:

- **Grades 7 and above:** 1 adult per 15 students
- **Grades 2–6:** 1 adult per 10 students
- **KG–Grade 1:** 1 adult per 6 students
- **Students of determination:** 1 adult per 3 students (or higher as required)
- **Overseas trips:** 1 adult per 8 students

Each activity must have a **qualified ECA Leader** and a **school-appointed Supervisor** present.

5.2 Risk Assessment and Emergency Planning

Before conducting any ECA, field trip, or event, the responsible staff member must:

- Complete a written **Risk Assessment** and **Emergency Plan** approved by the ECA Coordinator.
- Ensure first aid equipment and trained first aid personnel are present.
- Account for medical needs identified in parental consent forms.

5.3 Transportation

Transportation for ECAs and trips will comply with the ADEK **School Transportation Policy** and ITC regulations.
All vehicles and drivers will have valid certifications and insurance, and appropriate rest, hydration, and safety provisions will be observed.

5.4 Virtual and Off-Campus Activities

Virtual ECAs must comply with the **ADEK School Digital Policy** and have a staff member present during external sessions.
Off-campus activities and overseas trips require prior ADEK approval and adherence to the **UAE Ministry of Foreign Affairs' secure country list**.

5.5 Health, Safety, and Child Protection

All ECA Leaders, Supervisors, and external providers must read and sign the **ADEK Student Protection Policy** and the **Model Private School Child Protection Agreement** before engaging with students.

6. Events Management

6.1 Events Policy

All school-organized events (e.g., sports days, national day, innovation fairs, graduation ceremonies) shall:

- Have ADEK approval where required.
- Maintain normal instructional hours.
- Follow approved dress codes and conduct expectations.
- Include documented risk assessments and emergency plans.
- Obtain prior parental consent for student participation.

6.2 Graduation Ceremonies

- Parents will be formally invited to all graduation ceremonies.
- No fees will be charged for the event or certificates.
- Parents shall not be required to purchase materials for the ceremony.

6.3 Photography and Media

Photography during ECAs and events shall only occur with **parental consent** and in line with the ADEK **Digital Policy** and the school's **Data Protection Policy**.

7. Inclusion

Model Private School promotes equal participation in ECAs for all students, including those with **additional learning needs** or **students of determination**.
Reasonable accommodations will be made to enable participation and ensure safety and dignity.

8. Records and Reporting

The school will maintain ECA records as per ADEK's Records Policy, including:

- Attendance lists
- Risk assessments and emergency plans
- Parental consent forms
- External provider details
- ADEK submissions and approvals
- Health and safety incident reports (filed via Al Adaa system)

9. Implementation and Compliance

- This policy takes effect from **Academic Year 2024/25 (Fall Term)**.
- The school shall be fully compliant by **Academic Year 2025/26**.
- Non-compliance will be subject to ADEK review and corrective measures as stipulated in ADEK's regulatory framework.

Authorized Personnel:
Principal: Mr. I J Nazari
Overall CCP coordinator: Mr. T D Russel. School Activity coordinator
Committee members:

1. Mrs. Shareefa Ayisha. ECA system coordinator
2. Mrs. Salama Al Mansoori – ECA Assistant Coordinator

3. Mr. Mohamed Rafeek- HOS (Boys' secondary).
4. Mrs, Sheeja Shafi (HOS - Primary).
5. Mrs Varalakshmi (HOS – KG & Lower Primary).
6. Mrs. Noor Ayesha –(HOI –Inclusion department)
7. All Section Supervisors.

Reviewed and modified on: Monday,31 March 2026
(to be implemented in the academic year 2026-2027)

The form, which should be used to report to the committee or policy coordinator overseeing policy compliance on school campuses, is attached (refer next page).





Approved by: Principal – *Model Private School*

Effective Date: September 2026
Review Cycle: Annual or upon new ADEK amendments