

RAHA INTERNATIONAL SCHOOL

KHALIFA CITY CAMPUS

POLICIES

Policy title	Extra-Curricular Program
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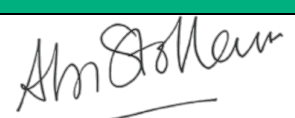
Approving Committee	Name	Signature
Principal	Abigail Fishbourne	

Table of Contents

Rationale.....	2
Programme Overview.....	2
Teacher led ECPs and Competitive sports ECPs (ADISSA) Operation	3
Teacher Led and Competitive Sports ECPs sign-up	3
Teacher-Led and Competitive Sports ECPs allocation.....	3
Over-subscribed and heavily over-subscribed activities.....	3
Under-subscribed activities.....	4
Teacher Led and Competitive Sports (ADISSA) ECPs attendance.....	4
Competitive Sports Fixtures – ADISSA (Abu Dhabi International Schools Sports Association)	4
External Providers ECPs.....	5
Revision Log	5

Rationale

In accordance with our Mission Statement, we endeavour to work together in a safe, happy and caring environment that cultivates knowledge, courage and connection to unlock the unique potential in all. We aim to develop all our learners through fostering a climate of intercultural understanding and respect to become responsible and thoughtful global citizens.

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

Aims

- To provide a rich selection of age-appropriate extra-curricular activities.
- To ensure extra-curricular activities are run in line with normal school expectations for supervision and care.
- To make clear our fair and transparent process for the allocation and running of extra-curricular activities.

Programme Overview

The ECPs at school include three categories of activities: Teacher-led ECPs, Competitive sports ECPs (ADISSA, Abu Dhabi International Schools Sports Association), and External Providers ECPs.

- The Teacher-led and Competitive sports (ADISSA) ECPs are free of charge, although some of them may have a small cost involved.
- The Externally Provided ECPs are paid and are charged directly from the provider.

The majority of ECPs take place directly after the school day, however, some specific activities take place in the morning before school, (e.g., swim squad) or during the students' lunch break. By special arrangement with the Heads of School, some music lessons may run during the school day.

Teacher led ECPs and Competitive sports ECPs (ADISSA) Operation

- ECPs will carry the same teacher/student ratio as timetabled lessons (maximum 1:26) unless Health and Safety requirements deem otherwise.
- If an activity is undersubscribed (less than 5 students sign up), the ECP may be cancelled.
- If a member of staff is absent on the day of their ECP an attempt will be made to have another teacher lead the activity on that day. If this is not possible, parents will be notified well in advance.

Teacher Led and Competitive Sports ECPs sign-up

Each term, prior to the start dates for extra-curricular activities, a list of Teacher-Led and Competitive sports ECPs will be provided before the sign-up process starts. The sign-up process is opened through the SchoolsBuddy platform. The sign-up opening date will be announced on Raha Reminders in advance. Technical support for SchoolsBuddy can be requested at, dbadmin@ris.ae.

Sign up forms or written/oral requests received after the cut-off date will be considered after the initial sign ups have been processed. Once the initial activity lists have been put together, late forms will be considered for any activity with remaining spaces.

Teacher-Led and Competitive Sports ECPs allocation

At KCC we endeavor to provide as many activities for as many children as possible, however, availability of staff and space mean that there is a limit to activities on offer.

Places in activities are largely allocated on a first come, first served basis. However, we do also take into consideration how many choices a child has already been given and whether a child has already participated in the activity during the previous term. A maximum number of allocated activities per student is set in order to give a larger number of students the opportunity to access extracurricular activities.

Always see the 'Notes' section or the 'About the Clubs' document for any variations on how places will be determined in a particular club.

Over-subscribed and heavily over-subscribed activities

When activities are heavily over-subscribed and there are not enough differentiating factors (such as choosing other activities as preferred 3 choices), we will then allocate places based on the time the application was submitted.

When a student does not receive their first choice, the school will endeavor to offer their 2nd or 3rd choice, if available. For this reason, the sign-up process may require a minimum number of choices to be set.

Under-subscribed activities

KCC reserves the right to cancel any activity which is heavily under-subscribed (less than 5 students). In these cases, students will be offered their 2nd or 3rd choice, if available.

Teacher Led and Competitive Sports (ADISSA) ECPs attendance

- Registers will be taken at the start of the activity on SchoolsBuddy.
- Students should attend activities each week run, unless absent from school. If a student misses a session due to exceptional circumstances, parents should ensure the activity leader is informed.
- Parents should notify the school if their child will no longer be attending any chosen activity.
- KCC reserves the right to cancel a student's subscription to an activity after the third absence in the term.
- Students should be picked up at the designated area after the club ends promptly.
- Buses are not provided after ECPs.
- Students that are picked up late (after 4.30pm) more than 3 times may be removed from the ECP at the Head of Schools discretion.

Competitive Sports Fixtures – ADISSA (Abu Dhabi International Schools Sports Association)

- Sport ECPs will follow the ADISSA calendar to allow our students to participate in fixtures against other schools in Abu Dhabi.
- Sports ECPs are inclusive, and all students are welcome to participate.
- Fixtures are competitive and the most experienced players will be selected.
- We aim to develop all students and give them an opportunity to represent the school when the coach feels they are ready.
- Students selected to represent the school at a sports fixture will be required to wear the KCC Cobras kit. This is a multi-sport kit that can be worn for most sports, except for netball, swimming, and triathlon. The kit can be purchased from the school.

- If students are selected for a team, parents will be notified via the SchoolsBuddy application.
- Parents are required to give consent for each fixture. If consent is not given, the student will not be allowed to attend the sporting fixture.
- Sports fixtures take place at school or at other schools in the Abu Dhabi area.
- Away games follow the same ratios and policies as field trips.

External Providers ECPs.

- To complete the offer of extra-curricular activities, ECPs from external providers are offered on a termly basis.
- These activities may offered/advertised in SchoolsBuddy for the convenience of parents.
- The final registration process for these activities, the payment of the corresponding fee, and communications during the term are done directly with the club.
- Students will be sent directly from class to the activity or lesson at KCC campus, and attendance will be taken on SchoolsBuddy for every activity run at KCC.
- When a student attends a club run by an external provider they are seen to be in the care of the provider until the student is handed back to the parent/caregiver. Students should be picked up at the designated area after the club ends promptly.

Revision Log

Date	Changes	Reviewed By
Feb 2025	Principal reviewed and signed	Abigail Fishbourne