

**RAHA INTERNATIONAL SCHOOL**  
**KHALIFA CITY CAMPUS**

**POLICIES**

Policy title	Extra-Curricular Program Policy
Policy number	KCC_POL_ECP_01
Policy Version	1
Effective date	August 2025
Scheduled review date	August 2026

Approving Committee	Name	Signature
Principal	Peter Taylor	

## Rationale

At Raha International School – Khalifa City Campus, our extracurricular and events provision supports our mission to *cultivate knowledge, courage, and connection, unlocking the unique potential in all learners.*

In alignment with ADEK wellbeing and extracurricular policies and the IB philosophy, KCC ensures that activities:

- Promote whole-child development—physical, social, emotional, intellectual, and cultural.
- Encourage student voice, agency, leadership, and reflection, core to the IB Learner Profile.
- Support international-mindedness, intercultural understanding, and respect.
- Provide safe, inclusive, equitable opportunities for all students.
- Strengthen community engagement, wellbeing, and belonging.

This policy outlines our expectations, procedures, and standards for extracurricular activities (ECAs), competitive sports, external provider programmes, and whole-school events.

## Aims

KCC aims to:

- Provide a rich, diverse, age-appropriate selection of extracurricular and enrichment opportunities.
- Extend learning beyond the classroom through balanced and meaningful experiences.
- Ensure ECAs and events are delivered safely, inclusively, and in compliance with ADEK.
- Implement fair, transparent processes for sign-up, allocation, attendance, supervision, and communication.
- Promote student wellbeing and engagement in line with ADEK's Wellbeing Policy .
- Embed IB values, particularly agency, action, reflection, and global citizenship.

## SCOPE OF THE POLICY

This policy applies to:

- All KCC Teacher-Led ECPs
- Competitive sports (ADISSA)

- External provider ECPs
- School events (performances, National Day, celebrations of learning, graduation, assemblies, community events)
- Off-campus trips, fixtures, and enrichment experiences
- Virtual ECPs and community-based programmes

## **ROLES AND RESPONSIBILITIES**

### ECP Coordinator

As required by ADEK , the ECP Coordinator:

- Reviews all ECP plans for alignment with ADEK and KCC policies.
- Builds and publishes the ECP calendar each term.
- Ensures safe supervision and student movement procedures (including younger learners).
- Ensures external providers sign the ADEK Student Protection Policy and follow school safeguarding requirements.
- Monitors attendance, cancellations, and communication.
- Ensures all consent forms, risk assessments, and emergency plans are collected and stored.
- Coordinates with ADISSA sports leads for competitive fixtures.

### ECP Leaders and Supervisors

#### ECP Leaders:

- Must be appropriately qualified and follow ADEK codes of conduct and all wellbeing/safeguarding policies.
- Maintain duty of care, attendance registers, and supervision until students are collected.
- Complete risk assessments and emergency plans before the start of each term.

### Senior Leadership Team

#### SLT ensures:

- Programmes are compliant and aligned with school vision.
- Resources, facilities, scheduling, and staffing support safe delivery.
- Events comply with ADEK and IB expectations.

## **Programme Overview**

KCC offers three types of extracurricular activities:

## Teacher-Led ECPs

- Free of charge (small material costs may apply).
- Promote creativity, inquiry, wellbeing, and IB Learner Profile attributes.
- Include academic enrichment, arts, languages, culture, wellbeing, sustainability, and student interest clubs.

## Competitive Sports (ADISSA)

- Fully inclusive sign-up; competitive squads selected by ability and readiness.
- Students represent KCC Cobras in fixtures locally and across Abu Dhabi.
- Align with ADEK Physical Education & School Sports requirements.

## External Provider ECPs

- Paid programmes delivered by qualified external partners.
- Booking and payment managed directly with provider.
- Students remain under provider supervision until handed to parents.

## ACCESS, INCLUSION & WELLBEING

KCC is committed to full inclusion in accordance with ADEK Inclusion and Wellbeing Policies .

We ensure:

- ECPs are accessible to students of all abilities, including those with additional learning needs.
- Reasonable adjustments and alternative roles (e.g., team leader, score keeper) are offered where needed.
- Risk assessments account for students with medical needs, DLPs, or wellbeing considerations.
- Activities reflect UAE culture and values and respect all backgrounds and identities.
- Programmes support wellbeing through connection, physical activity, and personal growth.

IB Alignment:

- Students are encouraged to take agency, initiate clubs, and engage in **action** linked to units of inquiry.
- Clubs support balanced lifestyles, open-mindedness, and communication skills.

## SIGN-UP, ALLOCATION & ATTENDANCE

## Sign-Up Process

- Published termly through SchoolsBuddy.
- Families receive ECP options in advance via KCC Catch-Up.
- Technical support: dbadmin@ris.ae.

## Allocation

In line with ADEK fairness expectations:

- First-come-first-served (with equity considerations).
- Students may be asked to choose 3 options to ensure maximum access.
- Students may not be allocated the same activity each term to allow wider participation.

## Over-Subscribed Activities

- Time-stamped applications will be used when required.
- Where possible, 2nd or 3rd choices will be offered.

## Under-Subscribed Activities

- Activities with fewer than 5 students may be cancelled.
- Families will be notified and offered alternatives.

## Attendance

- Registers taken via SchoolsBuddy.
- Three unexplained absences may result in removal.
- Students must be collected promptly (after 4:30pm late pickups may lead to removal).
- No ECP bus service is provided.

## **HEALTH, SAFETY & RISK MANAGEMENT**

KCC complies fully with ADEK's Health and Safety, Risk, Student Protection, and Education Risk Policies.

## Supervision Ratios

As per ADEK policy:

- Minis-EY-G1: 1:6
- G2-G6: 1:10
- G7+: 1:15
- Additional Learning Needs: 1:3 (or higher as needed)

- Overseas trips: 1:8

Pool-based activities follow ADEK lifeguard regulations.

### Risk Assessments & Emergency Plans

Required for every ECP, event, trip, or fixture. Must include:

- Student medical needs
- Weather, heat index, fasting/prayer timings
- Equipment safety
- Communication plan

### Transportation

- All off-site activity transport follows ADEK Transportation Policy and ITC guidelines.
- Travel plans required for any off-campus ECP.

### Reporting

- All incidents reported to the principal and logged on Al Adaa with root cause analysis.

## **COMPETITIVE SPORTS (ADISSA)**

- Fully inclusive training access; competitive fixtures are performance-based.
- Parental consent required for each match.
- Students must wear the KCC Cobras kit when representing the school.
- ADISSA fixtures follow the same policies as field trips.

## **STUDENT AGENCY & STUDENT-LED ECAS**

Aligned with the IB approach to learning, students may:

- Propose new clubs
- Lead action-based initiatives
- Support younger students as mentors (with staff supervision)

Process:

1. Student completes proposal form.
2. ECP Coordinator reviews for compliance and feasibility.
3. SLT approval is required before launch.

## **SCHOOL EVENTS**

Events include:

National Day, sports days, musical productions, exhibitions, parent engagement events, assemblies, graduation ceremonies, and cultural celebrations.

In compliance with ADEK Events Policy:

- Events must not disrupt minimum instructional hours.
- Dress codes and behaviour expectations are clearly communicated.
- Risk assessments and emergency plans are completed.
- Photography is permitted only with parental consent and in line with the Digital Policy.
- Graduation ceremonies are free of charge and no parent purchases are required.

## **RECORD KEEPING**

KCC keeps complete records as required by ADEK :

- Student attendance
- Risk assessments
- Consent forms
- ECP leader credentials
- External provider documentation
- Incident reports and analysis
- Travel plans (where applicable)

## **ADEK Approval Requirements**

In line with the ADEK School Extracurricular Activities and Events Policy, Raha International School – Khalifa City Campus shall seek prior approval from ADEK for the following extracurricular activities and events, where applicable:

- Paid extracurricular activities
- Extracurricular programs delivered by external providers or involving invited visitors

- Extracurricular programs taking place after 4:30pm on school premises
- Extracurricular programs conducted during weekends, school holidays, school breaks, or timetabled class time
- Off-campus extracurricular programs within the UAE, including those involving overnight stays
- Extracurricular programs and events hosted at non-educational venues (e.g. hotels)
- Field trips
- Overseas trips and exchange programmes
- Virtual extracurricular activities hosted by external providers

All such activities shall be submitted to ADEK within the required timeframes and shall not proceed until approval has been granted.

## **COMMUNICATION**

KCC will:

- Publish ECPs and Events policy on the website.
- Include ECP information in staff, student, and parent handbooks.
- Communicate changes, cancellations, or emergencies promptly.
- Provide transparency in allocation and selection processes.

## **MONITORING & REVIEW**

KCC will:

- Conduct annual review of this policy for compliance and alignment with ADEK updates.
- Analyse wellbeing surveys to improve extracurricular offerings.
- Monitor participation data to ensure equity and inclusion.
- Adjust programmes based on feedback from students, staff, and parents.

## **LINKS TO IB PHILOSOPHY**

This policy supports:

- The IB Learner Profile (risk-takers, balanced, caring, principled, communicators).
- Approaches to Learning (self-management, collaboration, communication).
- Student action within and beyond the PYP Units of Inquiry.
- International mindedness through culturally respectful and globally aware activities.



### Revision Log

Date	Changes	Reviewed By
January 2026	Principal reviewed and signed	Peter Taylor