


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