Approved by: Principal	Date: 30 January 2026

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Next review due:	Date: 22 June 2026

#	Description of Changes	Rev. No	Date of Issue
1	First Issue	00	21 June 24

ICS Vision
The "School of Choice" inspiring, challenging and empowering a 21st century learning community through an ethical and innovative education system.

ICS Mission
Provide a safe, friendly learning environment where lifelong learners follow an international curriculum which promotes academic excellence and nurtures key values and competencies in our global minded, future leaders.

Introduction

International Community School (ICS) recognizes the critical role that extracurricular activities (ECAs) and school events play in the holistic development of students. These activities are essential for fostering personal growth, enhancing social skills, encouraging teamwork, and promoting physical and mental wellbeing. By offering a broad range of ECAs and organizing inclusive events, ICS ensures that students have opportunities to explore their interests, develop talents, and contribute to the school community. This policy is aligned with the Abu Dhabi Department of Education and Knowledge (ADEK) Extracurricular Activities and Events Policy and complies with all relevant guidelines and regulations.

Purpose

The purpose of this policy is to:

- Provide a structured framework for the planning, implementation, and management of ECAs and school events at ICS.
- Ensure that all activities are inclusive, safe, and contribute positively to students' educational and personal development.
- Define the roles and responsibilities of staff, students, and parents in the organization and participation of ECAs and events.
- Establish clear guidelines for the risk assessment, approval, and monitoring of all ECAs and events.
- Ensure compliance with ADEK regulations, including those related to health and safety, student protection, and the involvement of external providers.

Definitions

Additional Learning Needs
Refers to the specific educational requirements of students who need additional support to access the curriculum and participate in school activities. This includes students of determination, those with learning difficulties, disabilities, or other barriers to learning.

Documented Learning Plan (DLP)
A personalized plan that outlines specific learning targets, support strategies, and accommodations for students with additional learning needs. This includes Individual Educational Plans (IEPs), Individual Support Plans (ISPs), and Behavior Support Plans (BSPs).

ECA Coordinator
A staff member designated to manage the planning, coordination, and execution of extracurricular activities at ICS. The ECA Coordinator ensures that activities align with the school's educational objectives and comply with ADEK guidelines.

ECA Supervisor
A staff member responsible for overseeing specific ECAs, ensuring they are conducted safely and effectively. The ECA Supervisor is also responsible for completing risk assessments and developing emergency plans for the activities they oversee.

Emergency Plan
A comprehensive plan detailing the procedures to follow in the event of an emergency during an ECA or school event. The plan includes contact information for emergency services, evacuation procedures, and communication protocols.

Event
A planned social, cultural, or educational occasion organized by ICS, which may include sports competitions, cultural performances, graduation ceremonies, and other community-building activities.

Extracurricular Activities (ECA)
Structured activities organized outside the standard curriculum that offer students opportunities to

pursue interests, develop skills, and engage in enriching experiences. ECAs at ICS include sports, arts, music, academic clubs, and more.

Field Trip
An educational outing organized by the school to enhance students' learning experiences. Field trips are linked to the curriculum and provide hands-on learning opportunities outside the classroom.

Risk Assessment
A systematic evaluation of potential risks associated with an activity or event, designed to identify hazards and implement measures to mitigate them, ensuring the safety and wellbeing of all participants.

Roles and Responsibilities

Governing Body
The Governing Body at ICS is responsible for ensuring that the school complies with all ADEK policies related to ECAs and events. They oversee the development and implementation of this policy, ensuring that adequate resources are provided to support a diverse and inclusive range of activities. The Governing Body also reviews the effectiveness of the ECAs and events program annually and ensures continuous improvement.

Principal
The Principal holds overall responsibility for the management of ECAs and events at ICS. This includes approving all activities, ensuring they align with the school's educational objectives and ADEK regulations, and overseeing risk assessments. The Principal ensures that all staff, students, and external providers involved in ECAs and events are aware of and adhere to the policy's requirements.

ECA Coordinator
The ECA Coordinator is tasked with the day-to-day management of the extracurricular program. Responsibilities include developing the ECA calendar, coordinating activities across different departments, liaising with ECA Supervisors, and communicating with parents and students. The ECA Coordinator is also responsible for ensuring that all ECAs are inclusive, safe, and comply with ADEK guidelines.

ECA Supervisors
ECA Supervisors oversee specific extracurricular activities, ensuring that they are conducted in a safe, engaging, and educational manner. Their responsibilities include completing risk assessments, developing emergency plans, and ensuring that all participants follow safety protocols. ECA Supervisors are also responsible for monitoring student participation and reporting any issues to the ECA Coordinator.

Teachers and Staff
Teachers and staff involved in ECAs or events are responsible for supporting the planning, execution, and supervision of these activities. They ensure that activities are inclusive, safe, and align with the educational goals of ICS. Staff members are also expected to model positive behavior and encourage student participation.

Parents and Guardians
Parents and guardians play a crucial role in supporting their children's involvement in ECAs and events. They are responsible for providing consent for their children's participation, ensuring that their children adhere to the school's guidelines, and communicating any relevant health or safety concerns to the ECA Coordinator. Parents are also encouraged to participate in events and support the school community.

Students
Students are encouraged to actively participate in ECAs and events, taking advantage of the opportunities provided to explore their interests, develop skills, and contribute to the school community. Students are expected to adhere to the rules and guidelines set by the school, respect the instructions of ECA Supervisors, and engage positively with their peers.

Planning and Implementation of ECAs

Extra-Curricular Activities (ECA) program are 8 sessions per term ICS. ECAs are a valuable opportunity for students to explore their interests, develop new skills, and participate in activities that enhance their overall school experience.

Parents are sent an ECA brochure, which outlines the various activities available for students across different grade levels. We encourage you to review the options with your child/ren and select the activity that best aligns with their interests and schedule.

Steps for ECA Enrollment:

1. **Review the Brochure**: Parents read through the attached ECA brochure to familiarize themselves with the available options.
2. **Complete the Registration Form**: Once parents/child have decided on an activity, they complete the attached **ECA Registration Form** for each child, indicating their preferred ECA.
3. **Submit the Form**: Parents ensure the form is completed and submitted by the deadline stated, so that ICS can allocate places effectively.

Teachers are sent a survey to choose ECAs they are willing to conduct for the term.

Diverse Offerings
ICS is committed to offering a wide range of ECAs that cater to the diverse interests, abilities, and needs of our students. The program includes activities across various domains, such as sports, arts, music, academic enrichment, and community service. The ECA Coordinator works with department heads and external providers to ensure that the offerings are varied and accessible to all students.

Inclusivity and Accessibility
All ECAs are designed to be inclusive, ensuring that students with additional learning needs can participate fully. The ECA Coordinator and Supervisors work together to make reasonable accommodations, such as providing additional support, modifying activities, or offering alternative options where necessary.

Risk Assessments and Safety
Before any ECA is approved, a comprehensive risk assessment is conducted by the ECA Supervisor in

collaboration with the ECA Coordinator. This assessment identifies potential hazards, evaluates the level of risk, and outlines measures to mitigate these risks. An emergency plan is also developed for each activity, ensuring that all participants know what to do in case of an emergency.

Parental Consent and Communication
Written consent from parents or guardians is required for all ECAs. The consent form provides detailed information about the activity, including its objectives, location, schedule, and any associated risks. Parents are also informed of the safety measures in place and are asked to provide emergency contact information and relevant medical details for their children.

ECA Calendar and Scheduling
The ECA Coordinator develops an annual ECA calendar, which is shared with all stakeholders, including students, parents, and staff. The calendar outlines the schedule of activities, including start and end dates, and is designed to avoid conflicts with academic obligations. Regular updates are provided to inform the school community of any changes or new offerings.

Events at ICS are planned on the ICS calendar and shared to parents. A weekly newsletter is sent to parents to remind parents of upcoming events.

Types of Events
ICS organizes a variety of events throughout the academic year, including sports days, cultural performances, talent shows, graduation ceremonies, and community outreach initiatives. These events are designed to enhance students' educational experiences, celebrate achievements, and strengthen the school community.

Event Planning and Approval
All events are planned in accordance with ADEK guidelines and require approval from the Principal. The planning process includes defining the event's objectives, selecting appropriate venues, coordinating logistics, and ensuring compliance with health and safety regulations. The Principal ensures that all events align with the school's values and educational mission.

Parental Engagement
Parents and guardians are encouraged to participate in school events, whether as attendees, volunteers, or organizers. Parental involvement is particularly important for events involving students, as it fosters a strong sense of community and supports student engagement. Parents are also required to provide consent for their children's participation in events, especially those held off-campus.

Risk Management for Events
A detailed risk assessment is conducted for each event, focusing on potential hazards related to the venue, activities, and participants. The assessment includes plans for crowd management, emergency evacuation, first aid provision, and communication with emergency services if necessary. Event organizers ensure that all staff and volunteers are briefed on the safety protocols and their specific roles during the event.

Cultural Sensitivity and Inclusivity
All events at ICS are planned with respect for the cultural and religious norms of the UAE. The content of events is carefully reviewed to ensure it aligns with the values and traditions of the local community.

Inclusivity is also a key consideration, ensuring that all students, regardless of their background or abilities, can participate and feel valued.

Field Trips and Overseas Travel

Educational Objectives
Field trips and overseas travel are integral to the ICS curriculum, providing students with hands-on learning experiences that complement classroom instruction. Each trip is designed with clear educational objectives, such as enhancing cultural understanding, exploring historical sites, or engaging in environmental studies.

Safety and Supervision
Safety is the top priority for all field trips and overseas travel. A thorough risk assessment is conducted for each trip, taking into account the destination, mode of transportation, and activities involved. The Principal approves all trips, ensuring that adequate supervision is provided, with appropriate staff-to-student ratios based on the age and needs of the participants.

Parental Consent and Information
Parents are provided with detailed information about the trip well in advance, including the itinerary, objectives, costs, and any potential risks. Parental consent is mandatory for student participation. In addition, parents are required to provide emergency contact details and any relevant medical information for their children.

Monitoring and Evaluation

Attendance and Participation Tracking
The ECA Coordinator is responsible for tracking student attendance and participation in all ECAs. This data is regularly reviewed to assess the popularity and impact of each activity, ensuring that the program meets the needs and interests of the student body.

Feedback and Improvement
Feedback is actively sought from students, parents, and staff to evaluate the effectiveness of ECAs and events. Surveys, focus groups, and informal discussions are used to gather insights, which are then used to make improvements to the program. The ECA Coordinator and Principal review this feedback as part of the annual program evaluation.

Overseas Travel Protocols
For overseas trips, ICS follows specific protocols to ensure student safety. These include securing travel insurance, ensuring compliance with UAE Ministry of Foreign Affairs guidelines, and conducting pre-trip briefings for students and parents. A contingency plan is also developed to address potential issues such as travel disruptions or health emergencies.

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Annual Review

The ICS ECA and Events Policy is reviewed annually to ensure it remains aligned with ADEK guidelines and responsive to the evolving needs of the school community. The review process includes an analysis of participation rates, feedback from stakeholders, and the outcomes of risk assessments and safety audits. Based on the findings, adjustments are made to enhance the program's effectiveness and inclusivity.

Compliance and Legal Accountability

ICS is committed to full compliance with ADEK's Extracurricular Activities and Events Policy. This policy is effective from the Academic Year 2024/25, with full compliance required by AY 2025/26. Non-compliance with this policy may result in legal accountability and penalties as stipulated by ADEK and other relevant UAE laws. ICS ensures that all staff, parents, and students are informed of this policy and that it is consistently implemented across all activities and events.

Linked Policies

This ECA and Events Policy is interconnected with several other ICS and ADEK policies, ensuring a comprehensive approach to student wellbeing and school operations. These linked policies include:

- Safeguarding Policy
- Inclusion Policy
- Health and Safety Policy
- Student Code of Conduct
- Student Protection Policy
- Health and Safety Policy
- Inclusion Policy
- Transportation Policy