



Extracurricular Activities, Field Trips, and Events Policy

This policy has been adopted by the Creative British School Principal and board of Governors

Signed Principal: Ms. Julia Flavin



Date:01-09-25



EXTRA-CURRICULAR ACTIVITIES POLICY

Clubs

1. Introduction:

Extra-curricular activities (sometimes referred to as clubs) are provided by the school as optional enrichment opportunities for our students and shouldn't be seen as an alternative to wrap-around care or an extension to school lessons. We endeavour to provide as many activities for as many children as possible; however, the availability of staff and space means that there is a limit to activities on offer.

Each term, before the start dates for extra-curricular activities, parents will be sent two documents regarding the clubs on offer, 'Overview of Clubs by Day' and 'About the Clubs'. Following these documents, parents will also receive a Sign-up form. From Year 4, children can choose their club. From Year 2 to Year 3, children will get the opportunity to move to the next club in each term. From Year 4, parents should always discuss with their children their choices for activities.

The after-school clubs are optional. If the parents don't want their children to participate in them, they can fill out the form for club non-attendees and give it to the school. The school transport will go at the normal time, the parents have to arrange transportation for the children who are participating in the clubs.

2. Aims:

To provide a rich selection of age-appropriate extra-curricular activities.

To make clear our fair and transparent process for the allocation and running of extra-curricular activities.

To ensure that extra-curricular activities align with normal school expectations for supervision and care.

3. Allocation of places in extra-curricular activities:

Places in activities are allocated taking various factors into account. Places in activities are largely allocated on a first-come, first-served basis. We base this on the time the form is received. However, we also take into consideration how many first choices a child has already been given and whether a child has already participated in the activity during the previous term. Always see the 'Notes' section of the 'About the Clubs' document for any variations on how places will be determined in a particular club.

4. Procedure when a child is not allocated their first choice:

Any child who does not receive their first choice will be offered their 2nd or 3rd choice, if available. For this reason, if your child needs to have a club on a particular day, please indicate as many choices as possible.

5. Over-subscribed activities and waitlists:

If an activity is over-subscribed, consideration will be taken as to whether that is the only activity for which a child has applied. If so, they will be given priority over a child with other activities. When activities are heavily over-subscribed and there are not enough differentiating factors (such as choosing other activities as first choices), we will then allocate places based on the time they form.

6. Under-subscribed clubs:

The school reserves the right to cancel any activity that is heavily under-subscribed. In these cases, children will be offered their 2nd or 3rd choice, if available.

7. Late sign-up forms:

Sign-up forms received after the cut-off date will be processed after those received during the sign-up period. Once the initial activity lists have been put together, late forms will be considered for any activity with remaining spaces.

8. Attendance:

Children should attend activities each week they are run, unless absent from school. To get to school-led activities, children need to go directly to their activity after class.

9. Behaviour when attending activities:

Children are expected to behave appropriately when attending activities. For any misbehaviour during extracurricular activities, the school's behaviour policy will be applied. In exceptional circumstances of repetitive or extremely inappropriate behaviour, the school reserves the right to request that the child no longer attends activities, either for a set time or for the remaining sessions.

10. Security and Child Protection:

The school will take the responsibility of giving total protection to the children during the activities.

11. Ongoing medical conditions and children who require medication:

If your child has an ongoing medical condition or requires any medication, be sure to inform the school and ensure that they have any necessary medication available to them. We cannot guarantee that there will be a staff member on the school premises who will have access to, or be trained to, administer your child's medication.

Field Trips:

Purpose and scope:

Field trips are planned as an important feature of the academic year as an extension of the classroom experience that expands and reinforces concepts learned and can provide new and unique experiences that might not be available in the classroom setting. Every academic year field trips are planned and approved by the SLT through established procedures for all phases.

1. Academic-enrichment:

A curriculum-associated learning experience allows students to gain insight, information, or knowledge. Such trips will have educational objectives that have been clearly defined, including pre-planning, follow-up activities, and evaluation, wherever applicable; Socio-cultural enrichment experiences aimed at creating students' awareness about the culture and heritage of the UAE.

2. Community Service :

Routine trips to instill personal, social, and environmental responsibility in students by synthesizing academic coursework with real-world experiences and giving back to the community as engaged citizens.

3. Edutainment:

Experiences associated with fun trips planned for entertainment and relaxation as class parties/ cultural events /movies etc.

4. Interscholastic activities:

Inter-school/inter-Emirate events in which students participate as representatives of the school, such as but not limited to sports, cheerleading, and the performing arts.

Duration of Field Trips

Day trips

Conducted within school hours

Overseas trips

A multi-day program beyond the borders of the UAE.

Planning and procedures:

- All trips should be properly documented, and a file should be maintained, including copies of all forms and letters used in the planning, parental consent forms for the trips, as well as evidence such as photographs, videos or write-ups. Age appropriateness and relevance should be kept in mind when planning any trips.
- Field trip planning form approved by the SLT and the ADEK shall account for risk assessment, health & safety precautions, and SEN provision.
- The Request for Transport form should be submitted at least 3 days in advance by the concerned department and approved by the SLT. The Principal will approve, in conjunction with the Vice Principal of the School.

Overseas field trips:

- Staff student ratio will be at least 1:10; the staff member will be responsible for the group of children assigned, which includes registering headcount and all other procedures.
- One senior staff member will assume the role of team leader who will monitor all staff and students throughout the trip.
- All procedures for First Aid should be ensured by the school nurse in conjunction with the transport supervisor. In the event of an accident or illness of a student, medical treatment should be promptly sought and the school and parents/guardians notified as soon as possible.
- A specific caregiver will be assigned to each group of children. A staff member will always accompany the children to a public restroom. On every field trip, the students are accompanied by teachers and support staff.
- Information related to the field trips is to be posted well in advance by a circular or an acknowledgment slip is sent and payments are collected by the class teacher and submitted to the School Accounts Officer. The responsibility for handling the payment amount at the venue should be given to one member of the group of teachers accompanying the students on the trip.
- All students will be taken to the site of the field trip by School Transport.
- Prior to the trip, depending on the time and venue, it will be decided whether the students will have their midday meal during the trip or after they return to school.
- The team leader on every field trip is informed of the Drivers, Transport supervisors, Key Stage Coordinators' mobile numbers, so they can contact them in case of an emergency. Due to school transport timings for the Kindergarten, day trips should be arranged so that the buses return to the school by 11:45 am at the latest. In case of a long-distance trip, it can be extended beyond 11:45 am with adequate transport arrangements.
- Feedback regarding the trip is obtained from the teachers as well as the students and documented for future reference. Designated Safe Guarding Lead monitors procedures on the safety and well-being of students. The school consistently follows all of the CBS risk assessment and education trip processes and the application of these is monitored and the impact is identified for all parts of every educational activity/visit.

Parental consent:

A parent or guardian for each student should sign a permission form that consents to the student attending the trip and authorizes trip leaders to obtain medical treatment for the student in case of an emergency.

Student behaviour:

- Students participating in field trips must meet the same standards of behaviour that are required in the regular school setting, as outlined in the school's Code of Conduct.
- Students are also expected to observe the regulations established by the site they are visiting. Students participating in field trips must be made aware of the consequences of unacceptable behaviour.
- Parents must be notified in advance of serious behaviors that would compromise a student's participation in a Field Trip.
- In the event of an injury, the teacher will call for assistance from another adult. Adults will tend to injuries, maintain order, and keep other students calm and away from injured students. An "Accident Report" form will be completed upon return to school and parents will be informed of the injury. In the event of an emergency, the teacher will seek immediate help. Teachers will inform the school immediately and CBS will determine whether parents should be called to meet the injured student at the site or whether emergency services are needed. School administration and parents will be informed whenever there is an emergency.
- An "Accident Report" form will be completed upon return to school and parents will be informed of the extent of the injury. Any untoward incident must be reported to the Principal and CBS immediately by the team leader. A decision may be made by the Principal regarding the need for further disciplinary action.

Mobile phones:

Mobile phones and other electronic devices are not allowed during school trips, clubs, or any events. Students are not allowed to take photographs inside the school premises or outside on a school trip.

Vetting Third-Party Study Abroad Vendors

- In terms of global reach and curriculum, third-party vendors can greatly increase the outdoor learning opportunities available to students. Vendors also free up campus resources by taking on planning, operations, and some liability.
- When choosing a third-party vendor, we select programs that protect students by properly addressing the risks of international travel and learning. To manage these partnerships, we carefully vet vendors by focusing on the following practices.

Gather information about the vendor:

- Closely examine the vendor's licenses, history, and reputation. Inquire about its safety record and as far as possible go with a vendor approved and endorsed by CBS.
- Evaluate whether the vendor operates in an ethical manner that is in line with our institution's mission.
- Scrutinize — for fairness and accuracy — the vendor's marketing materials and the vendor's application and selection process.
- Ask about the vendor's student-to-staff ratio.
- Confirm the vendor's staff have experience working with students. Ask about employees' language fluency and years spent in-country. Require comprehensive emergency protocols.
- Carefully review the vendor's written crisis and emergency response plans. Pay particular attention to its protocols for top travel abroad risks such as hospitalizations, assault, complaints of discrimination or harassment, mental health crises, and natural disasters.

- Assess the vendor's responses to past emergencies and review its in-country resources. Check that evacuation plans are in place and emergency health care is available for each program site.
- Confirm that the vendor requires or provides health insurance and repatriation evacuation insurance for all participants.

Proactive training of students and program staff:

- It's critical to ensure orientation programs for participating students (and parents, when minors are involved) before departure and upon arrival at the destination country. During orientation, vendors should inform students about local laws, cultural expectations, region-specific health information, and details about safe and unsafe behavior. Vendors also should provide details about academic policies, conduct rules, and other expectations of the program and your institution.
- Ensure that students receive information about reporting misconduct and raising other concerns while abroad.
- Confirm that program staff are adequately trained to respond to problems and that they will fulfill all necessary reporting and compliance obligations. Ask for details about the vendor's requirements for staff, including mandatory certifications, training programs, educational background, and job experience.
- Assess whether the rigor of the academic program meets your institution's requirements. Review syllabi and interview past student participants to gauge the educational benefit.
- Ensure that the vendor properly accommodates students with disabilities. • Closely inspect the student conduct rules and disciplinary proceedings to determine whether they align with those at your institution.

Evaluate the safety and security of the vendor's facilities, housing, and transportation:

- Conduct site visits, if possible. Check that facilities are in a safe, accessible area.
- Require that all companies (charter buses, tour operators, etc.) that the vendor hires adhere to strict safety standards and demonstrate appropriate insurance coverage.

Confirm the vendor has sufficient insurance:

- Require the vendor to provide proof of insurance for property damage and injuries involving program participants.
- Confirm that the vendor will name our institution as an additional insured on its liability insurance policies.
- Carefully inspect all contracts or participant waivers the vendor requires and ensure student participants and your institution are fully protected.

Document the relationship in a written contract:

Rather than accept a form contract from the vendor, customize the agreement so that the terms accurately reflect the expectations and insurance requirements listed above

Mobile phones:

Mobile phones are not allowed during school trips, clubs or at any events.

Events Policy

Events:

Conducting events in schools serves several important purposes, encompassing educational, cultural, social, and personal growth aspects. These events are designed to create a well-rounded and enriching educational experience for students.

Purpose and scope:

1. **Cultural Awareness and Diversity:** The UAE is a multicultural and diverse society with residents from various nationalities and backgrounds. Events provide opportunities for students to learn about and appreciate different cultures, traditions, and customs, fostering a sense of cultural awareness, tolerance, and respect.
2. **Celebrating National Identity:** Events often celebrate the national identity of the UAE and its rich history. National Day celebrations and other related events instill a sense of patriotism and pride in students.
3. **Character Development:** Many events focus on character education, promoting values such as empathy, compassion, honesty, and responsibility. Through activities like community service projects, students learn the importance of giving back and contributing positively to society.
4. **Academic Excellence:** Academic events such as science fairs, debates, and competitions encourage students to excel in their studies and develop critical thinking, problem-solving, and communication skills.
5. **Creative Expression:** Events like art exhibitions, music performances, and drama productions provide students with platforms to express their creativity and talents, boosting their self-confidence and self-expression abilities.
6. **Physical Fitness and Health:** Sports events, health awareness campaigns, and fitness challenges promote physical activity and well-being among students. These events encourage a healthy lifestyle and teamwork.
7. **Social Interaction and Networking:** Events facilitate social interaction and networking among students. They provide opportunities to make new friends, collaborate with peers, and build positive relationships.
8. **Parent Engagement:** Parental involvement is encouraged through events such as parent-teacher conferences, open houses, and workshops. These events strengthen the partnership between parents and schools, enhancing student support and success.
9. **Fostering Leadership Skills:** Student-led events or student council initiatives allow students to take on leadership roles, develop organizational skills, and learn about teamwork, responsibility, and event planning.

10. **Community Engagement**: Schools often organize events that engage with the broader community. This can include charity drives, environmental initiatives, and partnerships with local organizations. These events teach students the value of contributing to their community.

11. **Cultural and Religious Observances**: Events related to cultural festivals and religious observances provide students with insights into various belief systems and customs, promoting understanding and respect for diverse religious practices.

12. **Fun and Enjoyment**: Events also provide students with opportunities to have fun, relax, and enjoy themselves outside the regular academic routine. Celebratory events and field trips contribute to a positive and memorable school experience.

Overall, the purpose of conducting events in CBS is to create a holistic educational environment that supports students' academic, personal, social, and cultural development. It helps prepare them to become well-rounded individuals who are not only academically accomplished but also socially aware, culturally sensitive, and actively engaged in their communities.

Planning and procedures:

- **Approval**: The school has to register and get approval from the ADEK before the Event. The school has to plan the events before the academic year starts, put them in the school calendar and make them available to the parents and staff. Any guests the school invites for the events to speak to the children or perform in front of children need to get approval from ADEK.
- **Cultural Sensitivity**: UAE schools often emphasize cultural sensitivity and respect for the diverse backgrounds of their student population. Events are typically designed to celebrate and highlight this diversity.
- **Religious Observances**: Special consideration might be given to scheduling events and activities around important religious dates.
- **Gender Segregation**: Schools in the UAE often adhere to gender segregation guidelines following local cultural norms. Events may be organized in a way that ensures separate seating or participation areas for male and female students.
- **Safety and Security**: Schools prioritize the safety and security of their students. The school has to have a plan for security, crowd control, and emergency procedures in place.
- **Inclusivity**: CBS aims to create inclusive environments where all students can participate and feel valued. The school has to provide guidelines for accommodating students with special needs or disabilities.
- **Academic and Cultural Events**: The school conducts academic, cultural, and extracurricular events that might include academic competitions, cultural festivals, art exhibitions, science fairs, and more.
- **Parental Involvement**: The School can encourage parental engagement in their events. Policies might specify how parents can participate, such as attending parent-teacher conferences, workshops, and other school-related activities.
- **Community Engagement**: The school must have guidelines on how to involve the local community in events, such as collaborating with local organizations, conducting community service projects, and organizing outreach activities.

- **Cultural Norms and Values**: The school has to adhere to local cultural norms and values during events. This might include dress codes, behavior expectations, and respectful interactions.
- **Conflict Resolution**: In the event of conflicts or issues arising during events, policies could guide how to address and resolve these matters constructively and respectfully.
- **Media and Publicity**: Guidelines related to media coverage, photography, and video recording during events will follow the policy of the school, ensuring that students' privacy and consent are respected.
- **Behaviour**: Children are expected to behave appropriately when attending the events. For any misbehaviour during the events, the school's behaviour policy will be applied.