

Extracurricular Activities and Events Policy

Vision: Grow - Flourish - Achieve

Mission: Growing Flourishing Achievers through an innovative and sustainable learning environment that fosters academic excellence with holistic development.

1. Purpose

This policy ensures that all extracurricular activities (ECAs) and events at GFA provide safe, inclusive, and enriching experiences that promote academic, social, emotional, physical, and creative development, in line with ADEK requirements for wellbeing and student personal growth.

2. Scope

Applies to all students from FS1 to Year 9, all staff, and approved external providers involved in ECAs and events, including on- and off-site activities and virtual engagements.

3. Objectives

- Offer a balanced range of academic, sporting, creative, cultural, philanthropic and wellbeing-focused ECAs.
- Support ADEK wellbeing goals and the school's *Sustainnovation* ethos through sustainable and inclusive practices.
- Develop leadership, resilience, and social responsibility.
- Guarantee student safety and equal access regardless of ability, background or gender.

4. Policy Requirements (Aligned with ADEK Section 1.1)

1. Inclusive offering for diverse student needs and preferences.
2. Published ECA programme each term detailing activity types, timings, fees, and responsible staff.
3. Clear process for students to propose new ECAs with SLT approval.
4. Procedures for safe delivery (supervision, transport, risk assessment).
5. Event procedures including graduation, performances and celebrations.
6. Exchange-programme permissions and records if applicable.

5. Roles and Responsibilities

Role	Key Duties
Principal / CEO	Approves ECA programme and risk plans; ensures ADEK compliance.
ECA Coordinator (appointed per ADEK 1.2)	Develops termly calendar; verifies consent forms; tracks attendance; liaises with ADEK when required.
ECA Leaders/Supervisors	Deliver approved activities safely; conduct risk assessments and maintain first-aid provision.
Teachers / Event Leads	Uphold student protection, behaviour and wellbeing standards.
Parents / Guardians	Provide signed consent and accurate health/emergency information.
Students	Participate responsibly and adhere to the GFA and ADEK Codes of Conduct.

6. Planning and Delivery of ECAs

- Range: Academic, cultural, artistic, athletic, intellectual and philanthropic activities offered each term with at least one free option.
- Approval: All ECAs approved by the Principal and submitted to ADEK when required (15 days for



local, 1–2 months for external or overseas programmes).

- Parental Consent: Mandatory for every activity and trip, including medical and emergency details.
- Records: Maintain participant lists, consent forms, risk assessments, and incident reports for audit purposes.
- Attendance: Recorded in school MIS and monitored for engagement and safeguarding.

7. Safe Provision and Supervision

- Ratios: Follow ADEK-mandated adult-to-student ratios (1:6 FS1–Y2; 1:10 Y3–Y7; 1:15 Y8+; 1:3 for determined students).
- First Aid: Qualified staff and equipment present for all sessions and trips.
- Transportation: Compliant with ADEK School Transportation Policy and ITC requirements for non-bus vehicles.
- Virtual ECAs: Staff member present for any online session with external guests.
- Animals / Special Settings: Risk assessments and sanitation in accordance with ADEK Wellbeing and Health Policies.

8. Events and Ceremonies

- Event Policy: Includes type, eligibility, dress code, behaviour expectations, and risk procedures
- Scheduling: Must not reduce minimum instructional hours.
- Graduation Ceremonies: No fees or compulsory purchases; formal invitation to parents required .
- Photography: Permitted only with parental approval per ADEK Digital Policy.

9. Inclusion and Accessibility

- Provide equal opportunities for students of determination and under-represented groups.
- Adjust tasks or roles to ensure participation (e.g., team leader, scorekeeper).
- Reflect needs of all students in risk assessments and emergency plans.

10. Monitoring and Evaluation

- Termly review by SLT and Governors of ECA engagement, impact and safety records.
- Feedback from students and parents used to improve future offerings.

11. Compliance and Review

- Annual review by Principal, SLT and Governors each August.

Signed

Date 12/08/2025

Principal/CEO

Next policy review date:

11 August 2026