



AL BASMA BRITISH SCHOOL

2017-2018

**Policy: Extra-Curricular Activities and
Graduation**

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Corresponding to Policy (49) and Article (54) of the Organising Regulation

DEFINITION(S):

For the purposes of this policy, **extra-curricular activities** refer to a range of meaningful complementary programs that extend and enhance the taught curriculum and develop the potential of all students whether on-campus or off-campus (e.g. field trips, social or physical activities like horseback riding and running). These additional **optional** programs or activities may be offered in several ways and cover a variety of areas of student development and student interests, taking into account the religious, social and cultural norms of the UAE.

Graduation ceremony refers to the official event organised and supervised by the School to confer certificates to Grade 12 (Year 13) students who have successfully attended the current academic year. A graduation ceremony can also refer to the event organised and supervised by the School when students end a particular stage such as kindergarten or primary school.

The School refers to Al Basma British School

PURPOSE(S):

- To ensure that School provides additional activities for a wide range of students' needs and interests in order to help them develop as healthy, confident, creative, socially adept and culturally aware individuals.
- To guide Staff with regard to organising extra-curricular activities and graduation ceremonies in terms of financial cost, supporting services and participants.

POLICY:

The school shall offer comprehensive, balanced and appropriate extra-curricular activities to support students' growth and encourage their participation. School shall record students' attendance in these activities that shall be properly and continuously supervised. School shall develop, implement and publish a policy for the organisation of School extra-curricular activities.

The policy herein shall set out the School's procedures for organising such activities, making reference to rigorous assessment of potential risks, detailed planning and safe supervision. School shall offer students extra-curricular activities that create enjoyable learning experiences and opportunities.

School has determined its own programs of extra-curricular activities and wherever possible this takes into account students' and Parents'/Guardians' ideas and interests.

Extra-curricular activities shall only be conducted when compulsory classes are not taking place; during Golden Time or after School on a Wednesday. Some educational visits, competitions and sporting events may take place on weekends or during School holidays.

If any extra-curricular activity requires payment of fees by students, School shall set the fees at a reasonable and affordable level to enable the majority of students to participate. School

will not seek to make a profit from these activities.

All extra-curricular activities shall consider religious, cultural and social norms of the UAE and the morals, customs and traditions of UAE society, and abide by the Council's requirements as follows:

Written Consent Forms

Every participating student must have a prior signed written consent form from his/her Parent/Guardian to take part in any School extra-curricular activity.

The consent form must be retained as a reference document with the responsible staff member. This form should provide all essential information to Parents/Guardians such as the type and objective of the activity, duration, place, cost (if any), name of School supervisors, contact details and transportation arrangements.

Proper Supervision at all Times

School must provide adequate and qualified adult supervision for all School activities, including local trips and trips abroad as well as recreational, break and play times.

Supervisors must take into account the nature of the activity and the ages and numbers of participating students, and must ensure that an emergency plan has been prepared.

Students must not be left unsupervised at School at any time, whether before, during or after the day's lessons and/or during extra-curricular activities.

Students attending after-School activities or field trips are to be supervised until they are picked up by authorised people or are delivered home via School transportation.

School shall accurately and continuously record students' attendance at all School extra-curricular activities.

The Availability of Medically Qualified Staff and Risk Assessments

Whenever sporting or other extra-curricular activities take place, a qualified person shall be on duty to provide emergency first aid services.

A first aid kit must be available at all times to administer emergency treatment to an injured or sick person before professional medical care is available.

School shall conduct risk assessments for all extra-curricular activities and ensure that all such activities are managed at all times in a safe and secure manner.

The Council's Permission

School must apply to the Council's PSQA Sector for permission to conduct the extra-curricular activities, stated below, two months in advance of their start, in order for the Council to complete the required vetting and coordination with other relevant government entities. School shall indicate these extra-curricular activities in the School calendar (see Policy (14)).

- All activities that involve personnel from outside the School.
- All activities that take place during holidays and rest days.
- Off-campus activities which take place inside the UAE and which exceed one day.
- Activities outside the UAE.

Schools with a Council-Accredited License shall be exempted from obtaining approval from

the Council for extra-curricular activities, provided they are within the Council's pre-set parameters.

Graduation Ceremony

School has a graduation policy detailed herein for the end of the educational stage (Kindergarten, primary or secondary), it outlines the requirements of participation, rules, traditions, procedures, as well as a dress code and a risk management plan that relates to the safety of student and attendees.

School will not charge students and/or their Parents/Guardians any fees related to certificate distribution or graduation ceremonies.

The ceremony is arranged by the School in appreciation and recognition of the students who completed the School's academic program.

Parents/Guardians may opt to participate by bringing needed materials to the School for use at the graduation. However, no requests shall be sent to Parents/Guardians to buy these materials.

School will conduct its graduation ceremonies in our facilities or the facilities of other educational institutions that belong to the public or private sector after receiving the required approvals.

The School will bear all related expenses, whether the ceremony is being held inside or outside the School, and will officially invite the Parents/Guardians to the ceremony.

The minimum hours of instruction will be maintained and timetables will not be disrupted when scheduling the graduating ceremony.

Student safety will be a priority when planning and conducting the ceremony. During the ceremony, everyone including students, teachers, Parents/Guardians and others are expected to demonstrate exemplary behaviour. The School will ask anyone failing to do so to leave the ceremony immediately.

Dress code will be School Dress Uniform, Graduation robe and hat will be worn for photographs only.

Each Graduating class will do a performance and celebrate their favourite aspect of the curriculum before receiving their graduation certificates.

Pre-determined photo opportunities will be provided at the end of the ceremony to maintain order.

The H&S Officer will carry out complete and in depth risk analysis prior to the event.


ROLES AND RESPONSIBILITIES:

The School Owners and Board of Trustees will:

- Review and approve the School's policies, procedures and plans in relation to the safe and effective provision and organisation of extra-curricular activities.

The Principal will:

- Implement the School's policies and procedures, in accordance with this policy and related regulations, and monitor plans in relation to the provision and organisation of extra-curricular activities which are enjoyable, beneficial and stimulating for students.
- Encourage students to make full use of the opportunities provided, through their active participation in the extra-curricular activities organised by the School.
- Ensure that students and Parents/Guardians incur no additional compulsory expenses to participate in graduation ceremonies.
- Inform participating students and their Parents/Guardians of the School's graduation ceremony policy as well as the place, time, rules, norms and procedures relating to it.

Draft Date:	09/10/2017
Approved By Board of Governors:	Approved
Principal Approval:	
Review Date:	09/10/2018