

Nurture ~ Believe ~ Discover ~ Achieve

Safa Vision

At SCS we aim to enable our learners to have success for today and to be prepared for tomorrow.

نحن في مدرسة الصفا كوميونيتي نسعى الى تأهيل طلابنا للنجاح اليوم وتحضيرهم لمواجهة المستقبل

Extracurricular Activities Policy 2024 - 2026

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Safa Community School

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Policy Statement:

At Safa Community School (SCS), we believe that children have a core entitlement in terms of the curriculum. Wherever possible, we make this broad, interesting and relevant. However, there are areas of learning that are not within the scope of the usual school day but which we recognise as being beneficial to our children. We aim to offer these extra opportunities through various types of provision delivered by school staff, external providers and independent clubs — all with a view to increasing the range of experiences that children have, enabling them to make informed choices for adult life.

The Aims of the Policy:

By encouraging extracurricular activities, we intend to:

- Enable pupils to sample from a range of activities and pursuits that will help them choose leisure activities for adult life
- Enable pupils to have fun and enjoy a broad range of activities
- Enable pupils to extend their enjoyment of particular areas of learning through more in-depth study and activity
- Encourage pupils to develop friendships between age groups, and work together cooperatively
- Make an active contribution to the school through their participation.

Procedure

Our extra-curricular activities fall into the following categories:

1. Extra-Curricular Activities by School Staff : After school activities run by school staff will be at the discretion of the member of staff involved and parents will be informed of timings and options at the start of each term.
2. Extra-Curricular Activities by External Providers: Activities run by outside providers will be at the discretion of the provider and parents will be informed of timings and options at the start of each term, including any charges for this provision.

Extracurricular Activity Procedure:

- After-school activities usually run from 2.40-3.20pm and from 3.30 to 4.20 pm. Parents sign their children up for ECAs of their choice through our SchoolsBuddy system.
- Clubs will normally run for a maximum of 8 weeks per term and a register will be kept of children attending through our SchoolsBuddy system.
- Extracurricular activities are re-offered on a termly basis to allow each child the opportunity to attend a variety of clubs. There will be a maximum number of places on offer for each activity, depending on staff, venue, and provider availability. The school reserves the right to withdraw the

privilege of attending a club if the child does not attend regularly, or their behaviour is not acceptable, or the parent does not pay the required fee (as applicable).

- An up-to-date list of current clubs is also available in the school office and a list of the clubs that children can attend is sent home at the start of each term.
- Members of the school's staff are available for the duration of the club in case of emergency.

Equal Opportunities:

All clubs are advertised to all children. Where barriers to children participating exist, we aim to overcome these by:

- All club leaders are required to keep a list of children with additional needs. Special arrangements may need to be made for these children in discussion with the school leadership team.
- Students are permitted to sign up for a maximum of two non-paying clubs to allow provision for other children to have opportunities.

Health and Safety Considerations:

Prior to the commencement of ECAs, the school requires the following approval.

- KHDA Approval for all school lead ECAs.
- KHDA Approval for all external providers.

All club providers should ensure that every term there is a reminder to pupils regarding:

- Procedures in case of a fire
- Rules for moving around the school building
- Arrangements for going to the toilet
- Expectations of behaviour
- Heat and Temperature policies

All clubs leaders should ensure that:

- They are familiar with the school's health and safety policy
- They have completed an appropriate risk assessment (if applicable) for their club and submitted it to the head of ECAs.
- ECAs take place offsite, for example, fixtures, then a risk assessment will be completed with the student's medical information, contact details and is kept on the school's academic calendar which can be accessed by the leadership team and administrative staff.

The Head of ECAs/ SLT will ensure that the responsibilities of the school, as laid down in the safeguarding agreement are met.

Charges for Extracurricular Activities:

- The cost of clubs is kept to a minimum and the school uses a range of funding to reduce costs to parents.
- Outside providers of clubs may operate their own charging policies in agreement with the school. In such cases, the school will consider the cost to pupils and its financial accessibility and may offer assistance in some cases.
- Where outside providers are charging parents, it is expected that the costs to be incurred will be made clear before parents agree to their children attending the club.

Complaints Procedures:

If there are concerns regarding the running of extra-curricular clubs they shall, in the first instance, be raised with the ECA coordinator, then the Key Stage Heads, then SLT members responsible for ECA's and Head-Teacher if it is unresolved.

This policy will be reviewed in **April 2026**