



Newton

International School D-Ring Road

An International Community striving for excellence and celebrating success

Extra Curricular Activity (E.C.A) Policy 2024

**Deputy
Head of
Pastoral**

Working in
collaboration with
the Senior
Management
Team

**Review
Date**

February 2024
Next Review
February 2025

Published

Website
G Drive all staff



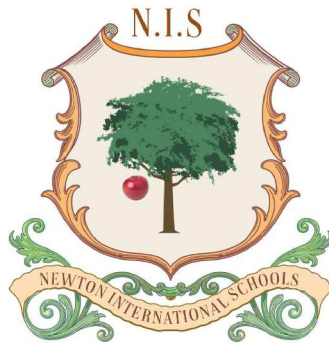


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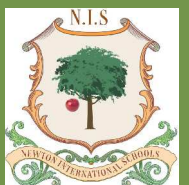
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Intent

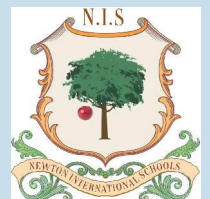
At Newton International School, D Ring, we strive for excellence in extra-curricular activity provision that develops social awareness, social skills, group responsibility and empathy amongst peers.

Our intent is as follows:

- To enable children to sample and enjoy a broad range of activities and pursuits.
- To allow children to extend their enjoyment of particular areas of learning through more in-depth study.
- To develop, maintain and implement procedures to secure a safe working environment for all members of the school community.
- To encourage children to develop friendships between age groups and build a cooperative ethos.

The intent of our policy is as follows:

- To ensure that staff, pupils and parents are fully informed of procedures regarding Extra-Curricular Activities.
- To ensure that parents and outside providers are aware of their responsibilities.
- To provide a safe environment within the school.



Implementation

Procedures for the organisation of E.C.A's



Timings

Our extra-curricular activities (E.C.A's) are all after school activities. ECA's are held on a termly basis beginning on Week 2 of (and ending 2 weeks before the end of) the term.

An exception to this is during Ramadan and when COVID procedures restrict the mixing of classes as per MOEHE directives. In the case of the later ECA provision will take place online.

ECA's begin at 1:40pm and end at 2:25pm.

- Y1-4 have ECA's on Mondays
- Y5-8 have ECA's on Tuesdays
- EYFS and Swimming ECA days vary and are communicated on Class Dojo
- External ECA's (Karate and Gymnastics) are on Sundays and Wednesdays



Joining an ECA register

- Students can join on any day after parental consent is confirmed
- A google form is shared with parents through Class Dojo on a termly basis at least 7 days before the commencement of ECA's - applications to join an ECA should be made through this (submitting a response to this form confirms parental consent for a student to join an ECA and the Deputy Head - Pastoral - will add all students who respond to this form onto the relevant ECA register for the term). ECA registers are created from scratch on a termly basis.
- The Google form will close 2 days before the commencement of ECA's - after the Google Form is closed applications must be made to the class teacher or the Deputy Head (Pastoral) through class dojo messenger or through phone call to the reception staff (if room is available on the registers -space on a register is decided upon by the Deputy Head, Pastoral - students will be added to a register through this kind of application.
- To join a register for an external (paid/not free of charge) ECA such as swimming, karate or gymnastics, payment should be made to accounts and registration will then be confirmed with the coach.



Implementation

Responsibilities



Senior Management Team

- Ensure all teaching provide an ECA.
- Ensure that all staff plan and implement their ECA's effectively.
- Ensure that aftercare procedures are in place for students who are not collected on time.
- Ensure that application forms, collection areas and collection timings are shared effectively with all the school community.
- Apply all relevant policies to ensure the health, safety and welfare of all staff and students.
- Ensure safer recruitment procedures are followed in line with D-Ring Policy and that all teachers involved in extra activities are subject to Police Clearance and Criminal Records checks.
- Ensure that any external agencies providing ECA activities must be first approved by CEO with evidence of company registration and safeguarding requirements.



Teachers

- To provide at least one (weekly) extra-curricular club, activity that enriches the schools learning programme and provides extension/discovery opportunities for the students.
- To promote and celebrate the club, activity and team in a proactive and positive manner.
- To support, approve and ensure every aspect of the policy is maintained.
- To liaise between interested parties – school staff, parents and pupils.
- To ensure good communication of the policy to all concerned.
- To communicate cancellation of a club due only to unforeseen circumstances no later than one hour before the end of the school day.
- To wear identification badges/lanyards at all times (ref. safeguarding policy).
- To remain with students until they have been collected by their parents if it is an after school club/activity.
- To be inclusive of all age groups, abilities and gender.
- To manage and complete the register - following up on absence and recruiting membership where there are spaces available.
- Alert the Deputy Head (Pastoral) to any unaccounted for members of their club -as per register- who are present in school on that day.
- To support with the transition period (1:35pm - 1:40pm) where students must move from aftercare to their ECA location in a safe and timely manner.



Implementation

Responsibilities



Students

- To follow the school's behaviour policy (misbehaviour will be dealt with in accordance with this policy).
- To attend clubs regularly and to perform at the very best of their ability.
- To be reflective with regard to their performance and participation, and to set targets that ensure progress and ambition.



Parents

- To support the outlined procedures.
- To communicate any changes in circumstances to the school in sufficient time.
- To deliver and collect children on time when necessary.



The responsibility for the implementation of the ECA policy rests with the entire school community. The Deputy Head (Pastoral), will oversee the implementation of the policy. However, all members of the school must ensure the policy is implemented by them.



Implementation

Operation of ECA's



Starting on time

- Pupils in Primary School and Secondary School meet the teacher in a designated area for that specific activity at 1:35pm.
- Pupils in EYFS to be collected from their class rooms by appropriate teacher.
- Pupils are not to be left unaccompanied at any time.
- Registers should be completed at the beginning of each activity (1:35-1:40pm).
- It is the responsibility of the pupil to remember the time, date and location of the club - this information will be displayed in school.
- Teaching assistants (TA's)/Team Leaders supervising aftercare will have hard copies of the registers, updated weekly, to prompt uncollected students who have forgotten about their ECA to the correct location.



Leaving on time

- All involved must maintain punctuality
- Pupils must be supervised by the ECA teacher at the ECA collection location where parents/carers need to be on time to pick the pupils up at 2:25pm.
- If there are special circumstances that prevent the above from occurring then all parties must be notified.
- All pupils are to be escorted to the palace foyer at exactly 2:30pm by the teacher or coach who must remain with the students until they have been collected.



Impact

How does the ECA Policy impact our school?

Our objectives:

To support social, emotional, cognitive, and academic development, reduce risky behaviors, promote physical health, and provide a safe and supportive environment for children and youth.

Impact for children

Students are provided with a source of fun and a time to socialise, as well as opportunities to improve their attainment. Students will boost their confidence to interact socially with others, extend their social networks and acquire new skills and abilities. Above all, students will have an important space to have fun and relax away from the pressures of school work.

Impact for staff

Teachers are given opportunities to work with children in varying year groups across the school, make a positive contribution to the wider life and ethos of the school and develop professionally.

