



Extra-Curricular Activities Policy

Newton International School D Ring

An international community of learners striving for excellence and celebrating success.

Policy Title				Extra-Curricular Activities				
Policy Number								
Policy Owner				Deputy Head Pastoral				
Policy Agreed on				August 2018				
Policy reviewed on				August 2021				
Policy to be reviewed on				August 2022				
Statutory Policy	Yes	No	Website	Yes	No	Google Classroom	Yes	No

E.C.A. Policy

Our Mission

Extra-Curricular Activities Policy Rationale

At Newton International School D-Ring, we aim to create a balanced curriculum which has breadth as well as depth. We seek to develop a child's full potential by fostering individual's talents and interests. An extra-curricular activities programme helps increase social awareness, social skills, group responsibility and empathy amongst peers.

Aims of the Extra-Curricular Policy

To ensure the delivery and monitoring of an effective ECA programme, which is intrinsic to our school mission and vision of our children becoming lifelong learners.

Objectives of the Extra-Curricular Policy

- 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.

Responsibility of ECA Coordinator

- Collate activity list and prepare parent letter.
- Registers for activities created and monitored. Distributed through G Drive.
- ECA promotion during assemblies, on Dojo and in newsletters.
- Monitoring planning, delivery, evaluations and risk assessments for activities.

Procedures

Our extra-curricular activities are all after school activities.

- All teaching staff are required to lead the running on an ECA on one afternoon a week during Term One and Term Two. With the exception of Middle and Senior Leaders.
- ECAs will run on a Monday (EYFS and Key Stage 1) and Tuesday (Key Stage 2 and 3) beginning at 1:40 pm and ending at 2:30 pm. Typically, ECAs will begin week 2 and run for a period of 8 weeks over the term.
- Activities each term vary according to pupil voice surveys and availability of staff. The Deputy Head of Pastoral is responsible for collating and approving all activities.
- Teaching staff are responsible for ensuring that all Health and Safety and Safeguarding requirements are adhered to.
- When available external providers are invited to run paid ECAs, this is on the approval of the CEO and confirmation that all Health and Safety and Safeguarding procedures are met and made clear to providers.

Information provided for Parents

- Week One of Term One and Two a letter will be provided to parents outlining the available clubs for their children. This will include a schedule outlining club description, location and teacher leading.
- Parents will be asked to express their interest via Google Form or letter to the front office outlining their child's choices.
- Parents will be informed of times and location for collection, those who travel by bus will be informed that they will need to provide their own transport during these times.

Activities Procedures

- Pupils in EYFS and KS1 to be collected from their class rooms by appropriate teacher.
- Pupils in KS2 and KS3 to meet the teacher in designated area for that specific activity.
- Pupils are not to be left unaccompanied at any time.
- Registers should be completed at the beginning of each activity.
- It is the responsibility of the pupil to remember the time, date and location of club. This information will be displayed in school. Regular reminders are placed on class dojo for parents.
- Any pupils unaccounted for, teacher to communicate with the class teacher and reception if required.
- All involved must maintain punctuality – pupils to the activity, teachers must keep to time, parents/carers need to be on time to pick the pupils up. 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 the end of the session by the teacher or coach and remain with the students until they have been collected.
- Clubs will be cancelled in agreement with school and parents notified in advance.

Equity Statement

The Newton Group does not unlawfully discriminate in employment or in its programmes and activities. All staff have equal access and inclusive rights to their work regardless of their gender, sexual orientation, race, disability or ability. The Newton Group is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential.

