


## ECA and Events Policy

Policy First Issued on	August 2026
Policy Amended on	August 2027
Lead Professional	Ian Pugh
Signature	
Next Policy Review Date	30/08/2027

11.

### Purpose

Al Ain British Academy believes that extra-curricular activities (ECAs) and school events are an essential component of a well-rounded education. Enrichment opportunities support students' personal development, wellbeing, and engagement, and foster a strong sense of community. This policy ensures that all ECAs and events are planned and delivered in a safe, inclusive, and educationally purposeful manner, in line with **Aldar Academies** and Abu Dhabi Department of Education and Knowledge (ADEK) regulations.

### 2. Aims

Through this policy we aim to:

- Provide a diverse and accessible programme of extra-curricular activities and events.
- Promote student development beyond the classroom in areas such as sports, arts, culture, innovation, and leadership.
- Ensure inclusion of **Students of Determination** and students with additional needs.
- Set clear expectations for planning, approval, communication, supervision, and safeguarding.
- Foster a positive, respectful school culture and strong community partnerships **consistent with UAE national values**.

### 3. Approval and Planning

- All ECAs and events must be proposed to and approved by the Principal and relevant **Head of School (Primary/Secondary)**.
- Proposals must include:

- Clear objectives and benefits to students.
- Curriculum or personal development links.
- Consideration of inclusion and accessibility.
- Proposed staffing and supervision.
- Estimated costs (if applicable).
- Each term, at least 1 ECA must incorporate National Identity options
- Annual planning of the core programme will take place in Term 3 for the following academic year.

#### 4. Communication with Parents

- The full annual programme of ECAs and events will be shared with parents in the **Curriculum Handbooks** and ECA Booklets at the start of each academic year or term.
- Additional or ad hoc activities will be communicated via **the Parent Portal (VLE)**, newsletters, the school website, and direct parent communications.
- Detailed information about timings, locations, supervision, and costs will be shared in advance.
- Written consent will be required for all activities taking place outside normal school hours or off-site.

#### 5. Inclusion and Accessibility

- All ECAs and events will be planned to be inclusive and accessible to **Students of Determination**.
- Reasonable accommodations (e.g., additional staff support, adapted resources, accessible venues) will be provided to ensure participation.
- No student will be excluded from core activities due to financial hardship. Confidential support may be provided at the discretion of the Principal.
- Student voice will be gathered to inform the development of the programme, ensuring diverse interests and needs are met **via the Student Council**.
- School will actively encourage all students to engage in a variety of extracurricular activities... Measures will be developed and put into place by the ECA coordinator through which students can start their own ECA.

#### 6. Health, Safety, and Safeguarding

##### 6.1 Risk Assessment

- A risk assessment will be completed for all ECAs and events, including:
  - Venue suitability and safety.
  - Supervision and emergency planning.
  - Specific health needs and medical considerations.
  - Safeguarding arrangements.
- For off-site ECAs and events, ADEK approval will be sought where required **via the ADEK e-System**.

##### 6.2 Safeguarding

- All staff and volunteers involved in ECAs and events will be briefed on safeguarding expectations and conduct **in line with the Aldar Academies Safeguarding Policy**.
- Student safety and wellbeing will be prioritised at all times.
- Any overnight or residential events will include:
  - Gender-appropriate supervision.
  - Separate sleeping arrangements for students and staff.

- Clear codes of conduct and behaviour expectations.

### 6.3 Supervision Ratios

Minimum adult-to-student ratios:

- **Foundation Stage & Y1 (FS1/FS2):** 1 adult to 12 students
- Primary (Y2-Y6) : 1 adult to 27 students
- **Secondary (Years 7-13):** 1 adult to 30 students
- Ratios may be adjusted in line with risk assessments for higher-risk activities (e.g., swimming or off-site trips).

### 7. Financial Transparency

- All ECAs, trips, and events will be costed transparently.
- Final costs and payment deadlines will be communicated at least three weeks in advance.
- Costs will comply with the ADEK School Fees Policy **and Aldar Academies financial guidelines.**
- For optional enrichment activities with significant costs, payment plans or alternative funding arrangements may be offered to ensure equitable access.

### 8. Educational Value and Evaluation

- ECAs and events will be designed to support students' holistic development, including:
  - Leadership, teamwork, and social skills.
  - Wellbeing and resilience.
  - Creative and critical thinking.
- Following each event or termly programme, staff will evaluate the outcomes and gather student feedback to inform continuous improvement.

### 9. Core Annual Events

Al Ain British Academy will host a range of annual school events, including but not limited to:

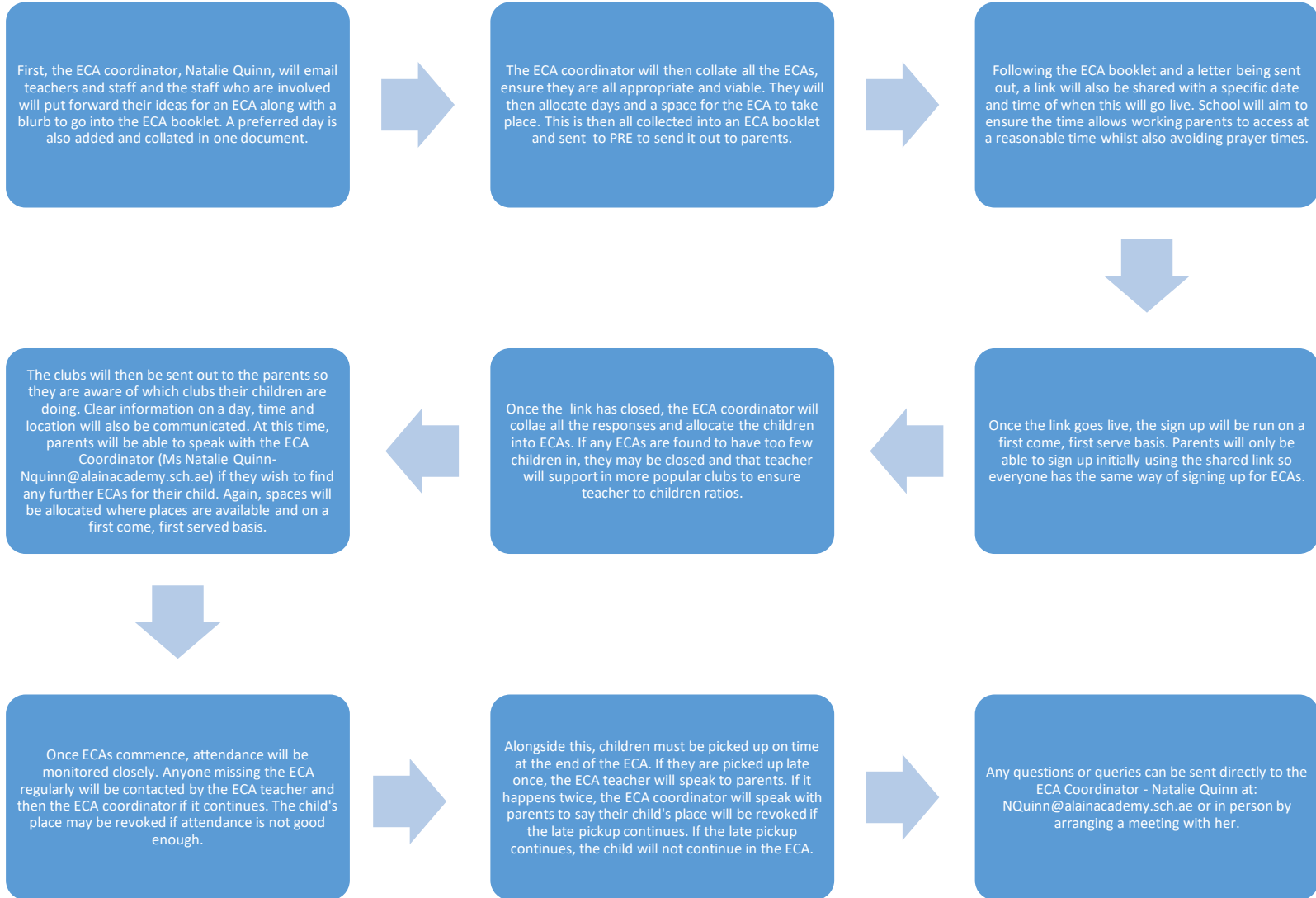
- Student performances and productions.
- Sporting competitions (**including ADISSA events**).
- Celebrations of cultural and national identity (**e.g., UAE National Day, Flag Day**).
- Parent engagement events such as Community Iftars and the Winter Fayre.
- Monthly Parent Drop-Ins **and Principal's Coffee Mornings.**
- Leadership, volunteering, and community service projects.

### 10. Policy Compliance

This policy is effective from 1 September 2025. Compliance with this policy, ADEK regulations, **Aldar Academies internal audits**, and relevant UAE legislation is mandatory. Failure to comply may result in action in accordance with ADEK guidelines and Federal Decree Law No. (31) of 2021.



**Al Ain British Academy ECA Implementation Flowchart – 2025-26**



العين  
أكاديمية بريطانية



**AL AIN**  
BRITISH ACADEMY