



**DUBAI
BRITISH
SCHOOL**
EMIRATES HILLS

Extra-Curricular Activity Programme Policy

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Director of ECAs	
Date of review	August 2023
Date of next review	August 2024



The Extra Curricular Programme at Dubai British School should extend and enrich the opportunities available to students through well-structured and engaging activities that enhance their development physically, mentally, globally or socially.

To ensure that all students are exposed the highest provision possible, the following guidelines should be adhered to:

- ECAs should provide students the opportunity to consolidate learning and experience new opportunities.
- They should be meaningful, enjoyable and challenging with clear learning pathways or set tasks to accomplish.
- ECAs should carry the same teacher/student ratio as timetabled lessons (maximum 1:26) unless Health and Safety requirements deem otherwise.
- If less than 3 pupils sign up for a particular ECA, the staff member responsible for this ECA will be required to offer another option or help at an ECA which is oversubscribed.
- ECAs should not be cancelled unless it is absolutely necessary. If an ECA needs to be cancelled, staff are required to find cover and notify the appropriate staff member at least 48 hours in advance if possible (see below).
- If a member of staff is absent on the day of their ECA they should inform Primary/Secondary SLT, in addition to the appropriate staff member (see below), when notifying the school of their absence.
- All staff are required to offer at least one after school ECA per term.
- Accurate registers must be taken at the start of the activity on the isams system. If the server is down, teachers must take a paper register and deliver this to Mrs Barry in the school admin office.
- ECAs offered during lunchtimes are in addition to the ECA programme. Staff who run lunchtime sports clubs will be exempt from one break duty.
- Staff members should offer an ECA relevant to the level in which they work (foundation, KS1, KS2, secondary), unless agreed with the ECA coordinator and the SLT.
- One member of each subject area can offer a curriculum-based activity.

- Staff wishing to offer booster/revision sessions should do so in addition to their allocated ECA.

- SLT will conduct walk throughs to ensure high standards of provision.

Any queries, please contact:

Jonny Houghton - jhoughton@dubabritishschool.ae