

RAHA INTERNATIONAL SCHOOL GARDENS CAMPUS

POLICIES

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The Rationale

The Extra Curricular Programme (ECP) at Raha International School offers a variety of after-school activities for students from EY1 to Grade 12. These activities are organized to take place outside regular school hours. While we strive to provide a wide range of options, the number of activities available is limited by staff availability and space constraints.

Each term, before the start of the Extra Curricular Programme, details about specific Teacher-led, Raha Sports, and External ECPs are provided in Raha Reminders on the Friday before sign-ups open on Monday. This occurs at the beginning of each of the three school terms. Parents should discuss ECP choices with their children and sign up using SchoolsBuddy, a software platform for parent communications and after-school activity sign-ups and allocations. Once the ECP sign-up period opens, parents can select the desired ECP for their child. Confirmation of the allocated ECP will be received after the sign-up period closes and allocations are made.

1. TEACHER-LED ECP'S

1.1 Expectations Of Teachers and Learning Assistants

All teachers will be expected to lead **at least 3 ECPs during the school year**. However, those teachers who choose to support the **Athletics programme** by acting as a Coach are only required to do one additional ECP on top of coaching during the year. Equally, those teachers who support the **Performing Arts** by working with the Arts team on a musical/dramatic production are only required to offer one additional ECP on top of supporting the production.

Please note that Academic support is not considered an ECP per se, unless students sign up to the programme and attend every week. (If it is a drop-in programme, without a register taken, then providing additional support is not considered an ECP, but a normal expectation of teaching students.

Learning Assistants are required to support at least two ECPs per year, either by offering one of their own or by allowing the available number of participants to double by supporting alongside a teacher.

1.2 Allocation of Places in the Teacher-Led ECP's

In Terms 1 and 2, places in the Extra Curricular Programme are allocated on a "First Come, First Served" basis. Each ECP has a maximum number of participants, and once all slots are filled, additional students are placed on a waiting list. If a student withdraws from an ECP, the first student on the waiting list is added.

In Term 3, preference is given to students who did not receive their chosen ECP allocations in Terms 1 or 2. Priority is given to students who have not participated in the activity during the previous term.

1.3 Teacher-Led ECP's with Low Enrolment

The school reserves the right to cancel any activity with a low number of registrants. In such cases, children will be offered their second or third choice, if available. The Staff member will be re-allocated to an ECP needing additional supervision or asked to lead an ECP without a supervisor.

1.4 Teacher-Led ECP's Attendance

- Children are expected to attend ECP's every week they are held, unless they are absent from school.
- If a child needs to miss a session due to exceptional circumstances, parents should inform the Lead teacher in advance. Failure to attend 3 consecutive weeks could lead to the child being withdrawn from the

activity.

- The lead teacher must take attendance using the SchoolsBuddy.

1.5 Transition to Teacher-Led ECP's Locations

- Students in Grades 6-12 should go directly to their ECPs after class.
- Students in EY1 to EY2 will be collected from their classes by the ECP Lead teacher.
- Students in Grades 1-5 will assemble in the PYP Gym, where the ECP Lead teacher will meet them and guide them to their respective activities.

1.6 Pick-Up Arrangements after Teacher-Led ECP's

- The bus service ceases operation after 3 pm.
- Parents of children in EY1 to EY2 who use the bus service after ECPs must coordinate this with the bus coordinator.

- Children in Grades 1 to 5 should be collected from the designated area outside the entrance of the Primary Building in the Piazza.

1.7 Teacher-Led ECP's Late Pick-Up Protocol

- Parents should notify the Lead teacher promptly if they anticipate being late for pick-up.
- The student will be brought to reception.
- Strict adherence to pick-up times is essential to avoid student distress.

1.8 Cancellation of Teacher-Led ECP's Sessions

- If a teacher is unable to conduct an activity due to illness or unforeseen circumstances, the school will endeavor to arrange for another staff member to cover the activity.
- If no staff member is available to cover the activity, parents will be notified and requested to pick up their child at the usual time.
- In the event of a last-minute cancellation due to unforeseen circumstances, parents will be notified promptly, and it is important that the ECP Lead Teacher informs the Homeroom/Advisory Teacher of the students registered for that ECP, so they can relay the message to their students. This will ensure that everyone involved is informed of the cancellation promptly

1.1 ADEK Policy for Teacher-Led ECP's

School shall conduct risk assessment plans for all activities.

2. EXTERNAL ECP'S

External providers are independent businesses that utilize the school premises as a venue for their lessons or activities. Parents have the convenience of registering for these external Extra-Curricular Programmes (ECPs) through SchoolsBuddy. During the duration of an activity hosted by an external provider, children are under the supervision and care of the provider until they are handed back to the parents.

2.1 External ECP's Payment Procedure

- External providers determine their own fees, which should be reasonable.
- Payment for external activities is handled independently by the provider.

2.2 Low Enrolment in External ECP's

External providers reserve the right to cancel activities with low enrolment. In such cases, children will be offered their second or third choice, if available.

2.3 Transition to External ECP's

- For students in EY1 to Grade 2, the coach or external team will collect them from their classes. Students in Grade 3–5 students will assemble in front of the canteen, where the coach will meet and guide them to their respective activities. Grade 6–12 students should proceed directly to their external activities after class.
- All external activities take place on the school premises.

2.4 Attendance Protocol for External ECP's

- If a child will not attend their external activity on a particular day, parents should inform the provider directly.
- If the child will be in school but not attending their after-school activity, parents should also inform the child's class teacher and the provider.

2.5 Pick-Up Procedure from External ECP's

Locations may vary for external activities. Parents should confirm these directly with the provider.

2.6 External ECP's Late Pick-Up Policy

- If parents will be late to pick up their child from an external ECP, they should inform the provider directly.
- Parents should ensure they have a contact number for the provider during the times their child is in their care.
- If parents are late to pick up their child, the child will remain under the provider's supervision.

2.7 External ECP's Cancellation Policy

- Any cancellations must be communicated to parents by the external providers via phone and email.

2.8 Marketing Guidelines for External ECP's

- The Gate 1 access area is designated for External Activities Banners due to its high foot traffic. Art and structures for marketing materials must be approved by Operations and Marketing.
- External providers are responsible for producing, placing, and maintaining

the display.

2.9 Designated Spaces for External ECP's

After utilizing designated spaces for external activities, it is essential to maintain cleanliness and organization. Use only the approved spaces allocated for external activities, and any changes or requests for additional spaces should be coordinated with the school or Extra-Curricular Provider (ECP) coordinator. This ensures smooth logistics and respects the guidelines set by the school for the use of its facilities.

2.10 Participant Eligibility for External ECP's

All participants during extracurricular program sessions must be students from Raha International School Garden Campus. Cooperation is requested to ensure only school students participate, enhancing safety and well-being during activities.

2.11 ADEK Policy for External ECP's

- All providers need to know the members of the safeguarding team and understand how to reach out to them in case of any concerns.
- All external providers engaging with students must be informed about the ADEK Student Protection Policy and will be required to sign a document confirming their comprehension of both the policy and the school's guidelines.
- During activities, all participants must comply with the Student Code of Conduct and other relevant school policies.

Revision Log

| Date | Changes | Reviewed By |
|----------|----------------|-------------|
| Jul 2025 | Updated Policy | Carol Pratt |

