



مدرسة الشروق الدولية
SUNRISE INTERNATIONAL SCHOOL
Abu Dhabi, UAE

EXTRACURRICULAR ACTIVITIES AND EVENTS POLICY

Name of Policy	School Policy on Extracurricular Activities and Events
Purpose of Policy	SISAD shall provide a diverse range of extracurricular activities that support students' physical, social, emotional, and cognitive development, promote wellbeing, and nurture individual and collaborative talents. All activities must be delivered in a safe and inclusive manner in accordance with ADEK guidelines.
Approval for this policy given by	Principal
Responsibility for its update	Principal
Policy applies to	Staff of Sunrise International School
Introduced on	April 2026
Compliance From	AY 2026/27
1st Review Date	November 2026
Next Review Date	April 2027

Principal's Signature

School Seal



Introduction

At Sunrise International School (SISAD), extracurricular activities (ECAs) and events form a cornerstone of our commitment to holistic education. These have a proven role in increasing students' self-confidence, promoting their interaction with others, enriching their skills and abilities, and supporting their overall wellbeing. The ECAs cater to a broad range of student needs and interests. This policy ensures a structured, safe, and inclusive approach to organizing ECAs and events including in relation to range and type of provision, access and inclusion, and health and safety while upholding the values of diversity, creativity, and excellence.

Purpose

- To provide a comprehensive range of opportunities beyond curriculum, offering students access to diverse activities that cater to their interests, talents, and aspirations. These activities shall include scientific, intellectual, cultural, artistic, athletic, social, and philanthropic pursuits, ensuring that students are exposed to experiences that enrich their overall development and broaden their horizons.
- To support the holistic development of students by fostering essential physical, social, emotional, and cognitive skills and attributes. Through structured programs and guided experiences, students will be encouraged to build resilience, creativity, critical thinking, collaboration, empathy, and a strong sense of responsibility toward themselves and others.
- To promote student well-being by cultivating both individual and team-based talents Set out ADEK guidance to SISAD on the safe and inclusive delivery of ECAs and events. Activities shall be designed to nurture self-confidence, encourage leadership, and strengthen interpersonal relationships while also emphasizing the value of teamwork, collective problem-solving, and respect for diversity within the school community.
- To set out clear guidance on the safe and inclusive delivery of extracurricular activities (ECAs) and events. SISAD shall follow ADEK guidelines and SISAD standards to ensure that all programs are designed and implemented in ways that safeguard student welfare, promote accessibility, and provide equitable opportunities for participation regardless of ability, background, or circumstances.
- To ensure that all ECAs and events are delivered in a safe, structured, and inclusive manner, with appropriate supervision, risk management measures, and continuous evaluation. Schools shall establish policies and monitoring mechanisms to uphold safety, inclusivity, and educational value, making these activities a meaningful extension of the formal learning environment.

1.1 SISAD's Extracurricular Activities (ECA) and Events Policy is aligned with ADEK's wellbeing policies and is accessible on the school website. The policy reflects the school's

commitment to ensuring safe, inclusive, and enriching extracurricular opportunities for all students.

It includes the following provisions:

1. Commitment to Inclusion

ECAs shall be offered in a manner that reflects the diversity of the student body, ensuring accessibility and relevance across different age groups, genders, abilities, and individual preferences.

2. Comprehensive Program Overview

The policy shall outline the full range of extracurricular programs and activities available, providing clarity to students, parents, and staff on the breadth and scope of offerings.

3. Organizational Processes

Clear processes shall be established for the planning, coordination, and delivery of ECAs, ensuring consistency, quality, and alignment with the school's vision and ADEK standards.

4. Student-Led Initiatives

The policy shall define the procedure by which students can seek approval to propose and initiate their own ECAs within the school, encouraging leadership, creativity, and student voice.

5. Safety and Supervision

Detailed procedures shall govern the safe delivery of ECAs, including requirements for staff supervision, transportation arrangements, safety protocols, and comprehensive risk assessments.

6. Event Development and Management

The policy shall provide guidance on the development and delivery of school events, whether connected to ECAs or independent (e.g., graduation ceremonies, cultural celebrations), ensuring consistency, inclusivity, and alignment with school values.

7. International Exchange Programs

The policy shall set out procedures for reviewing and granting permission for students to participate in international outbound exchange programs, with due consideration of safety, supervision, parental consent, and cultural sensitivity.

1.2 Appointment of ECA Coordinator: SISAD shall appoint a staff member as ECA Coordinator to implement its Extracurricular Activities and Events Policy and provision.

The Co-ordinator shall:

- a. Review ECA plans to ensure alignment with ADEK's and the school's policy.
- b. Coordinate between all the ECA Supervisors to develop an ECA calendar and make this available to parents and students.

- c. Coordinate with teachers of unaccompanied younger children (e.g., those who normally take the bus home after school or cannot be picked up by a parent-authorized adult on a day when there is an after-school ECA) to ensure that students are picked up/brought to their respective ECAs.
- d. Ensure any external stakeholders (e.g., parents) who will be interacting with students are aware of the ADEK School Student Protection Policy and sign a document attesting to having read and understood it.
- e. Ensure that the Student Code of Conduct and other relevant school policies are communicated to all relevant stakeholders involved in the activity.
- f. Ensure compliance with requirements relating to parental consent and collect and store all consent forms.
- g. Ensure ECA Supervisor completes a risk assessment and develops an emergency plan for their ECA.
- h. Coordinate the communication of all emergencies (e.g., cancellations, change of location, etc.) between parents and ECA Supervisors in the case the latter is unable to.
- i. Ensure that for field trips, each ECA Supervisor prepares a travel plan, the ADEK School Transportation Policy.

1.3 Awareness: SISAD shall undertake the following to ensure all relevant stakeholders are aware of their Extracurricular Activities and Events Policy:

1.3.1 Publish the policy on the school's website and in student, parent, and staff handbooks

1.3.2 Provide information on the extracurricular programs (and pre-planned ECAs and events) to parents, including, but not limited to:

- a. The ECAs offered.
- b. The timing, frequency, and duration of each ECA.
- c. The person(s) responsible for each ECA (ECA
- d. Coordinator) and the external provider, if applicable
- e. The fees and payment terms for each ECA, if applicable.
- f. The application process and selection criteria (if applicable) for each ECA.
- g. The requirements in relation to parental consent.

1.3.3 Include all ECAs conducted on a regular basis in the school calendar

2. Planning and Delivery of ECAs

2.1 Planning of Activities:

2.1.1 SISAD shall offer a comprehensive range of ECAs (e.g., academic, cultural, artistic, athletic, intellectual, and philanthropic activities), at least some of which shall be offered free of charge (particularly if offered by school staff or volunteers).

2.1.2 In planning an ECA, SISAD shall ensure:

- a. Risk assessment and emergency planning are conducted in line with the relevant requirements.
- b. The culture, customs, morals, and religious and social norms of the UAE are considered, and the topics of or the content presented in the activity do not contradict any of the UAE's policies, constitution, or beliefs and support religious tolerance, in line with the ADEK School Cultural Consideration Policy.
- c. All ECAs are approved by the Principal to ensure they meet ADEK requirements.

2.2 Field Trips: SISAD shall apply to ADEK when planning field trips, participation in which shall be optional. Parent consent shall be sought for each student for each field trip.

2.3 Overseas Trips: When planning overseas trips, SISAD shall ensure that:

- a. The destination(s) will be chosen from the list of secure countries mentioned on the website of the UAE Ministry of Foreign Affairs.
- b. The trip is scheduled in a way that minimizes disruption to school learning. For trips that are scheduled during timetabled classes, schools shall create an educational compensation plan.
- c. Participation in overseas trips shall ordinarily be limited to Grade 5 or above. SISAD may make exceptions for gifted and/or talented students who are invited to participate in competitions and events held overseas.

2.4 Student Involvement:

2.4.1 Students shall be encouraged to engage in a variety of extracurricular activities (i.e., scientific, cultural, intellectual, artistic, athletic, and philanthropic activities).

2.4.2 Student's participation whether individual or team participation in national and international competitions and events, shall be encouraged.

2.4.3 School shall encourage students to start ECAs to enable them to develop competencies such as creativity, problem-solving, leadership, and entrepreneurship.

2.5 Scheduling of ECAs: SISAD shall schedule ECAs in a manner that minimizes disruption to timetabled classes. ADEK approval shall be sought for scheduling of ECAs during timetabled classes, weekends, holidays, or school breaks.

- a. Schools shall put in place measures through which students can start their own ECA with the school's approval and communicate these measures to all relevant stakeholders.

2.6 Approval from ADEK:

2.6.1 SISAD shall apply to ADEK to seek approval for any type of ECA listed below, and ensure that activities are in line with the ADEK School Cultural Consideration Policy:

- a. ECAs that involve invited visitors and external providers, unless otherwise specified by ADEK.
- b. Virtual ECAs offered or hosted by an external provide.
- c. ECAs that take place during holidays and weekends.
- d. ECAs that take place during timetabled classes and school breaks.
- e. Paid ECAs, i.e., ECAs for which fees are charged separately from school fees.
- f. Off-campus ECAs that take place inside the UAE and involve overnight stays.
- g. ECAs and events (e.g., performances, graduation ceremonies) hosted by the school in a non-educational venue (e.g., a hotel).
- h. ECAs that take place outside the UAE.
- i. Exchange programs
- j. Field trips.

2.6.2 SISAD will apply for approval as required by the ADEK time frames prior to the start of the ECA:

- a. 15 working days for all regular ECAs.
- b. One month for ECAs that involve requests for invited visitors/students (above the age of 18) and service providers
- c. Two months for all overseas trips and exchange programs.

2.7 Parental Consent: SISAD shall obtain signed consent from the parent of every student participating in an ECA organized by the school.

2.7.1 Consent forms shall include all essential information relating to the ECA, including the type and objective of the ECA, schedule, location, transportation arrangements, detailed travel plans (including stopovers, where applicable), fees (if any), name(s) and contact details of the ECA Coordinator(s).

2.7.2 Consent forms shall require parents to:

- a. Provide their emergency contact details should they be required by the ECA Coordinator.

- b. Describe basic medical information (e.g., blood group) and any health issues (e.g., diabetes) that require careful consideration and individual need(s) for medical supervision during the activity.

2.7.3 Signed consent forms shall be retained for reference by the ECA Coordinators.

2.8 Fees: SISAD may charge fees for ECAs, where necessary. Where fees are charged, SISAD shall set them so that they are reasonable. SISAD shall seek approval of ADEK prior collecting any fees.

2.9 Donations: Where money is collected for donations to a third party (e.g., a charity, the school's PTA, or a student-run club) during an ECA, SISAD shall apply to the relevant authorities for permission and liaise with ADEK for support if required. SISAD shall ensure that 100% of the money collected is used for the purpose stated in the application.

2.10 Student Attendance: SISAD shall track and maintain a record of students' attendance in ECAs.

2.11 Educational Compensation Plan: If an ECA is held during timetabled classes, SISAD shall develop and implement a plan to compensate for classes that are missed by participants.

2.12 Records: SISAD shall keep records of all ECAs and events in line with the ADEK School Records Policy and provide them as required for compliance checks or upon request by ADEK. The records shall include:

- a. The list of student participants, ECA Leaders, ECA Supervisors (if different from the ECA Leader), and volunteers.
- b. Parental consent forms.
- c. Details of the external provider, if applicable.
- d. The risk assessment and emergency plan.
- e. The travel plan, if applicable.
- f. Reports and root cause analyses submitted on the Al Adaa platform

3. Safe Provision of ECA

3.1 Legal and Regulatory Compliance: SISAD shall ensure that all ECAs prioritize the safety of students, and require all external providers, staff, and volunteers to read and consent to the ADEK School Student Protection Policy. SISAD shall ensure the provision of extracurricular activities is compliant with the ADEK School Health and Safety Policy, and

relevant regulations and policies of the government authorities responsible for regulating the ECAs.

3.2 ECA Supervision: SISAD shall provide adequate adult supervision for all ECAs, including recreational activities, field trips, international travel, and virtual activities. Supervision shall be provided throughout the duration of the activity until students are handed over to an authorized staff member or parent.

3.2.1 ECA Leader: SISAD shall appoint an individual (e.g., member of staff, parent, student, etc.) to lead an ECA.

- a. The individual leading the ECA shall be appropriately qualified or experienced to deliver the ECA to a satisfactory level of quality (e.g., meet ADEK coach requirements for sports, have experience as an artist if supervising any art club, etc.

3.2.2 When an ECA is led by a parent or a student, an ECA Supervisor shall also be assigned to coordinate between the ECA Leader and the school, be present during the ECA, and be accountable for the adherence of the ECA with ADEK's and the school's policies.

- a. For any field trips, the Trip Leader (adult leading a trip) shall be an ADEK- approved staff member.

3.2.3 Role of ECA Leader/Supervisor: SISAD shall ensure that the ECA Leaders or Supervisors (if different from the Leader):

- a. Are aware of and comply with the ADEK School Student Protection Policy, ADEK School Professional Code of Ethics Policy, and Code of Conduct for Education Professionals in General Education and that they undertake the duty of care to ensure the health and safety of students.
- b. Strictly comply with and implement all health and safety parameters stated within this policy and all other ADEK wellbeing policies.
- c. Adhere to all requirements and document submission requests and other requirements coming from the ECA Coordinator.
- d. Ensure that student and staff/volunteer behavior is guided respectively by the Student Code of Conduct in line with the ADEK School Student Behavior Policy, the ADEK School Professional Code of Ethics Policy, the Code of Conduct for Education Professionals in General Education and the ADEK School Cultural Consideration Policy.
- e. Ensure the Principal is informed (directly or via the ECA Coordinator) of any incident relating to students' health and safety during the ECA and associated travel and ensure that all necessary reports are submitted, in line with the ADEK School Health and Safety Policy.

- f. Verify that a well-stocked first aid kit and an individual qualified to administer first aid are available during the activity and associated travel.
- g. Check that any other safety equipment and facilities (e.g., ambulance) required in line with the risk assessment are available.
- h. Ensure that individuals engaged in the activity comply with the school policies.

3.2.4 Supervision Ratios:

- a. SISAD shall maintain the following supervision ratio of adults to students during field trips. SISAD shall ensure that there are a minimum of 2 adults (of which 1 is female, if there are female students), regardless of the number of students.

Grade	Ratio
Grade 7/ Year 8 and above	1:15
Grade 2/Year 3 – Grade 6/Year 7	1:10
KG – Grade 1 & 2	1:6
Students with Additional Learning Needs	1:3 or higher if determined to be necessary for the student
Overseas trips (outside UAE)	1:8

- b. SISAD shall ensure that in case of water-based activities conducted within school premises, the following lifeguard requirements shall be maintained.
 - i. The required number of lifeguards supervising the swimming pool shall depend on the risk assessment conducted by the school.
 - ii. All areas of the swimming pool shall be adequately supervised by the lifeguard and lifeguards shall have 100% visibility within their designated area of supervision.
 - iii. Lifeguards shall rotate positions every 15, 20, or 30 minutes and spend no longer than 30 minutes in one static position. Further, lifeguards shall be provided a 15-minute break for every 90 minutes spent in the pool hall.
 - iv. SISAD shall maintain the following minimum lifeguard numbers.

Pool Size	Minimum number of lifeguards
25 m	1

3.2.5 Parent Volunteers: SISAD may include parent volunteers in leading or assisting extracurricular activities in line with the ADEK School Parent Engagement Policy. SISAD shall ensure that all parent volunteers are aware of and comply with the ADEK School Professional Code of Ethics Policy, Code of Conduct for Education Professionals in

General Education and the ADEK School Student Protection Policy and have been vetted as per the ADEK School Employment Policy.

3.3 Transportation: If transportation services are provided for an extracurricular activity, School shall:

3.3.1 Ensure compliance with the ADEK School Transportation Policy and inform the Integrated Transport Center (ITC) when transporting students using vehicles other than school buses.

3.3.2 Ensure any supervising adults are approved by ADEK and have read and signed the ADEK School Student Protection Policy.

3.3.3 Ensure that health and safety guidelines are followed in line with the ADEK School Health and Safety Policy, and the travel plan accounts for prayer, fasting, adequate water consumption by students, and provision of toilet breaks at appropriate intervals.

3.3.4 Consider weather conditions and the nature of the activity when preparing travel plans.

3.3.5 Ensure a driver fatigue prevention program is followed in line with the OSHAD- SF Code of Practice 25: Driver Fatigue Prevention.

3.3.6 Ensure that all vehicles contain emergency equipment in line with standards set out in OSHAD-SF Code of Practice 4: First Aid and Medical Emergency Treatment and firefighting equipment.

3.3.7 Ensure that certifications and insurance requirements for drivers and vehicles are available and valid.

3.4 Overseas Trips: For overseas trips, SISAD shall acquire or facilitate the acquisition of travel insurance for all participants.

3.5 Virtual Activities: When conducting extracurricular activities in a virtual format, SISAD shall ensure:

- i. Compliance with the ADEK School Digital Policy and policies set out by the school in accordance with it.
- ii. The presence of a member of staff when an activity is being hosted by parents or an external person or provider.

3.6 Activities Involving Animals: If an extracurricular activity or event involves the presence of animals or pets on school premises, SISAD shall ensure the following:

- a. A risk assessment is conducted and all identified mitigating factors deemed feasible are implemented.
- b. Owners of animals participating in the activity shall submit appropriate documentation to confirm that the animals are in good health, as per the requirements of the UAE government.
- c. When not engaged in the activity, animals are kept in a separate area away from students.
- d. A member of the School Wellbeing Committee, as per the ADEK School Wellbeing Policy or their delegate is present at the animal area throughout the day to ensure proper supervision and monitoring of the animals and safety of the students.
- e. The animal area is kept clean at all times, in line with any health and safety requirements stipulated in ADEK policies.

3.7 Risk Assessment and Emergency Planning:

1. Schools shall conduct risk assessments for all activities/projects and establish appropriate risk mitigation measures, in line with the nature and venue of the activity and the ages, gender, ability, and number of participating students.
 - a. School shall implement mitigating safety precautions in line with the risks identified in the risk assessment. Where school shall ensure all equipment, tools, and materials are properly maintained, labeled, and stored.
 - b. Virtual Activities: When organizing virtual activities, schools shall assess the online technology tools and platforms to be used.
 - c. Water-based ECAs: When organizing water-based ECAs (e.g., visits to water parks, and beach-based activities), schools shall conduct a thorough risk assessment and assess the availability of an adequate number of lifeguards and adult supervisors at the activity location.
2. Schools shall ensure that an emergency plan is prepared for all extracurricular activities, including the response to adverse weather conditions, where applicable. Schools shall consider the nature of the activity, and the ages, gender, ability, and number of participating students when preparing an emergency plan.
3. Risk assessments and emergency plans shall take into consideration any required medical care/supervision for individuals as stated on parent consent forms.

3.8 Reporting Health and Safety Incidents: ECA Leaders/Supervisors shall inform the Principal (directly or through the ECA Coordinator) regarding any health and safety incidents that occur during the activity. Principal shall ensure such incidents are reported on the Al Adaa System along with a root cause analysis.

3.9 Third-Party Usage of School Facilities: Schools shall ensure that any use of school facilities by third parties shall be in line with the ADEK School Buildings and Facilities Policy.

4. Events

4.1 School Events Policy: SISAD shall develop an Events Policy in relation to any events organized by them as part of an ECA or otherwise (e.g., graduation ceremonies). The policy shall include, at a minimum:

- a. The type of events to be conducted.
- b. Eligibility criteria for participation.
- c. Dress code (if applicable).
- d. Expectations for the conduct of attendees and consequences of misconduct.
- e. Procedures for risk assessment and the emergency plan.

4.2 Conducting Events: SISAD shall ensure the following when conducting an event:

1. Minimum hours of school instruction are maintained, and class timetables are not disrupted in the scheduling of the event.
2. Any person in attendance who does not behave in line with the conduct expectations set out in the school's Events Policy faces consequences in line with the Events Policy.

4.3 SISAD shall seek approval from ADEK for events, in line with the requirements of Planning of Activities and Approval from ADEK.

4.4 Parental Consent: SISAD shall obtain signed written consent from the parent of every student participating in the event.

4.5 Safe Organization of Events: SISAD shall follow all applicable health and safety requirements.

4.6 Photography: SISAD may organize photography sessions as part of events conducted, after parents' approval has been obtained. SISAD shall ensure that such sessions are conducted in the line with the ADEK School Digital Policy.

5. Exchange Programs

5.1 SISAD may grant permission for students to participate in international outbound exchange programs and may accept students on inbound exchange programs,

ensuring full compliance with all relevant regulations, including nationality and residency laws.

5.1.1 Outbound Programs: Where SISAD accords permission to a student to participate in an outbound exchange program, it shall transfer weightage to student's portfolio.

5.1.2 Inbound Programs: Where SISAD accepts a student on an inbound exchange program, it shall issue an appreciation letter / Participation certificate upon completion of the program.

5.2 Fees: In an outbound exchange program, SISAD shall continue to charge tuition fees for the duration of the exchange and arrive at a cost-sharing arrangement with the host school in relation to this. SISAD, at its sole discretion.

5.3 Logistical Arrangements and Supervision

5.3.1 Parental Responsibilities: Parents of students participating in an exchange program shall bear all the related costs and fees, including any fees payable to the exchange school and costs related to travel and accommodation. Parents are responsible for all relevant logistical arrangements (i.e., visas, insurance, arrangement of accommodation and travel).

5.4.2 School Responsibilities: SISAD shall appoint a Student Exchange Coordinator to provide relevant administrative support to parents and students. This shall help in transferring relevant student records.

5.3.2 Supervision: Outbound exchange programs are not subject to the regulations related to adult supervision.

6. Inclusion

6.1 Inclusive Participation: SISAD shall provide opportunities for participation in ECAs for all students and promote their inclusion, in line with the ADEK School Inclusion Policy.

6.1.1 SISAD shall ensure students with additional learning needs and other groups traditionally less represented in a specific activity have the same opportunities as their peers to take part in ECAs.

6.1.2 Where a specific activity or task limits a student's more active role, SISAD shall ensure that students are offered a relevant alternative role (e.g., team leader, score/record keeper, etc.).

6.1.3 Wherever it is appropriate to do so, SISAD shall enable the participation of students with additional learning needs in ECAs that involve students of their own age and grade/year level.

6.1.4 SISAD shall make any other reasonable adjustments to ECAs, where possible, to enable each student to participate in an ECA of their choice.

6.1.5 SISAD shall ensure that risk assessments, mitigation measures, and emergency plans account for the needs of all students with additional learning needs.