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### مدرسة الشروق الانجليزية الخاصة

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دائرة التعليم والمعرفة ترخيص رقم ١/٤٦٦ بتاريخ ١/٤٠١ /٠٠٨ /٠٤/ مندوق البريد ٧١٣٥٦ أبوظبي صندوق البريد ٧١٣٥٦ أبوظبي تليفون رقم: ٧١٣٥٩ ٥٥٢٩٩٩، فاكس: ٧٧١٢٥ ٥٧٢٧٥٠

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الموقع:

### EXTRA CURRICULAR AND ACTIVITY POLICY

Document Type	Policy
Administering Authority	School
Latest Approval/Amendment Date	June 2025
Previous Approval/Amendment Date	March 2024
Approving Authority	Principal-Dr.Thakur Mulchandani
Indicative Time for the next Review	March 2026

SL No.	Content	Page No.
01.	Introduction	3
02.	Definitions	4 & 5
03.	Policy	6
04	Planning & Delivery of ECAs	7
05	Safe Provisions of ECAs	10
06.	Events	14
07.	Exchange Programs	15
08.	Inclusion	16
09.	Compliance	17

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مرخصة من قبل وزارة المتبادل في الإمارات العربية المتحدة عضو في المجلس المركزي للتطيم الثانوي نيودلهي " الهند " رقم العضوية ٦٦٣٠٠٣٣ وعضو في مجلس سي.بي، إسي، بالانتساب للمدارس في الخليج

Dr. Thakur S Mulchandani Principal

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#### Introduction

Sunrise English Private School, Abu Dhabi, recognizes the vital role of extracurricular activities (ECAs) in enhancing students' self-confidence, fostering social interactions, developing essential skills, and promoting overall well-being. As a school committed to holistic education, we strive to offer a diverse range of ECAs that cater to the varied interests and needs of our students.

In line with our duty of care, we ensure that all activities are conducted in a safe and inclusive environment. This policy outlines the fundamental guidelines for organizing extracurricular activities and school events, covering aspects such as the variety of activities offered, accessibility and inclusion for all students, and adherence to health and safety standards.

#### Purpose of the School Extracurricular Activities and Events Policy

The purpose of the extracurricular activities and events at Sunrise English Private School is:

- To provide a holistic learning environment that extends beyond the academic curriculum.
- To offer a diverse range of activities that cater to the varied interests, needs, and aspirations of our students, including opportunities for scientific, intellectual, cultural, artistic, athletic, and philanthropic enrichment.
- To support the development of essential physical, social, emotional, and cognitive skills, fostering students' personal growth and well-being.
- To nurture both individual talents and team-based collaborations, helping students discover and refine their unique abilities.

In alignment with ADEK's guidance, we ensure the safe, inclusive, and well-organized delivery of all extracurricular activities and events, promoting a supportive and enriching environment for all students."



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#### **Definitions**

ADEK Wellbeing	The group of ADEK policies that relate to student and/or staff wellbeing
Policies	includes the following policies:
	ADEK School Digital Policy
	ADEK School Educational Risk Policy
	<ul> <li>ADEK School Extracurricular Activities and Events Policy</li> </ul>
	ADEK School Health and Safety Policy
	<ul> <li>ADEK School Healthy Eating and Food Safety Policy</li> </ul>
	ADEK School In-School Specialist Services Policy
	ADEK School Inclusion Policy
	<ul> <li>ADEK School Physical Education and School Sports Policy</li> </ul>
	ADEK School Safeguarding Policy
	ADEK School Staff Wellbeing Policy
	ADEK School Student Behavior Policy
Section Heat	ADEK School Student Mental Health Policy
Charles of the Co	ADEK School Student Protection Policy
	ADEK School Sustainability Policy
	ADEK School Wellbeing Policy
Additional	Individual requirements for additional support, modifications, or
Learning	accommodations within a school setting on a permanent or temporary
Needs	basis in response to a specific context. This applies to any support
	required by students of determination and those who have special
	educational needs and/or additional barriers to learning, access, or
	interaction in that specific context (e.g., dyslexic, hearing or visually
	impaired, twice exceptional, or gifted and/or talented).
	For example, a student with restricted mobility may require lesson
	accommodations to participate in Physical Education and building
	accommodations to access facilities but may not require any
	accommodations in assessments. Equally, a student with hearing
	impairment may require adaptive and assistive technology to access content in
	class and may also require physical accommodations (e.g., sit in the front of the
	class to be able to lip read) to access learning.
Documented	A plan which outlines any personalized learning targets, modifications
Learning Plan	to curriculum, additional support, or tools for learning which are agreed
(DLP)	by school staff, parents, and students (where appropriate), including
	Individual Educational Plans (IEP), Individual Support Plans (ISP) 102 552
Harris Santa Color	Individual Learning Plans (ILP), Behavior Support Plans (BSP), Advanced
	Learning Plans (ALP), etc. This may be to address any specific identified
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مرفي المارات العربية المتحدة

في المجلس التركزي التافية المثانوي نيودلهي - الهند - رفم العضوية ٢٦٢٠٠٣٣

وعضو في مجلس سي.بي. إسي، بالانتساب للمدارس في التليج

دائرة التعليم والمعرفة ترخيص رقم ١/٤٦٦ بتاريخ ١٠/٤٠ / ٢٠٠٨ صندوق البريد ١٥٥/٧٠١ أبوظبي تليفون رقم: ٧١٣٥٦ ٥٥٢٧٨٣٧ فاكس: ٩٧١٢٥٥٢٧٨٣٧ + البريد الألكتروني: school@seps-auh.com

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FCA Coordinates	A staff member who coordinates the avaision of outras unique	
ECA Coordinator	A staff member who coordinates the provision of extracurricular	
	activities for the school and with ADEK.	
ECA Leader	An individual who oversees the running of an ECA (e.g., a Badminton	
	Coach, Head of the Debate Club).	
ECA Supervisor	A staff member who supervises the provision of an extracurricular	
	activity for the school.	
Emergency Plan	A document setting out the procedures for responding to sudden or	
	unexpected situations, mitigating any resulting damage or loss, and	
	accelerating the resumption of normal operations (CCOHS, n.d.).	
Event	A social or public occasion organized by the school, including	
	competitions, lectures, performances, sports days, national day, and	
	graduation ceremonies.	
Exchange	An arrangement through which students can attend a part of the	
Program	academic year in a school in another country, including international	
	outbound exchange programs or inbound exchange programs.	
Extracurricular	Organized activities that students can participate in that are usually	
Activities (ECA)	external to the school curriculum (but may be connected to it). Activities	
	can be scientific, athletic, cultural, intellectual, philanthropic, and/or	
	social in nature, and include, but are not limited to sports teams, clubs,	
	private sports lessons, competitions, performances, recreational	
	activities, field trips and overseas travel, or activities hosted virtually	
Gifted and	Gifted students demonstrate exceptional ability in one or more	
Talented	domains. Talented students are those who can transform their	
	giftedness into exceptional performance.	
Graduation	An official event organized by a school to confer certificates to students	
Ceremony	who have completed a particular educational stage (or cycle), such as	
ec. c.mony	kindergarten, primary school, or secondary school.	
Inbound	An exchange program in which a school in Abu Dhabi hosts a student	
Exchange	from another country.	
Program	nom another country.	
Outbound	An exchange program in which a student from a school in Abu Dhabi is	
Exchange	hosted by a school in another country.	
Program	nosted by a sensor manother country.	
Trogram		
Overseas Trips	ECAs that involve travel outside the UAE.	
Parent	The person legally liable for a child or entrusted with their care, defined	
T di Citt	as the custodian of the child as per the Federal Decree Law No.13 of	
	2016 Concerning Child Rights (Wadeema)	
	Dr. Thakur Mitchandani D.P.C.	

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الموقع:

Parental Engagement	Active involvement of a parent and their collaboration with the school to support and improve their child's learning, development, and wellbeing	
Risk Assessment	A systematic process of evaluating the potential risks that may be involved in an activity or undertaking.	
School Break	A period of rest or recreation during the school day.	
School Holiday	Day(s) on which the school is closed.	
Virtual Activity	Any ECA which involves the participation of students, ECA Coordinators, or guests through online means, such as a video conference.	

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#### 1. Policy

Sunrise English Private School has developed and implemented its Extracurricular Activities and Events Policy in accordance with the ADEK wellbeing policies. SEPS ensures that the policy is available on the school website in both Arabic and English, or the language of instruction, and included the following elements:

- 1. A commitment to offering inclusive ECAs that cater to the diversity of the student body (i.e., different age groups, genders, abilities, and preferences).
- 2. An outline of the full extracurricular programs and all ECAs offered by the school.
- 3. A process for organizing ECAs.
- 4. A procedure by which students can obtain approval to start their own ECA within the school (see Section 2.4. Student Involvement).
- 5. Procedures for the safe delivery of ECAs, including guidelines for supervision, transportation, safety, and risk assessments (see Section 3. Safe Provision of Extracurricular Activities).
- 6. Procedures for the development of events as part of an Events Policy, whether as part of an ECA or otherwise (e.g., graduation ceremonies) (see Section 4. Events).
- 7. Procedures for granting permission for students to participate in international outbound exchange programs (see Section 5. Exchange Programs)."

### 1.2 Appointment of ECA Coordinator(s):

SEPS has appointed ECA Coordinators to implement the Extracurricular Activities and Events Policy and provision. The Coordinator(s) will:

- 1. Review ECA plans to ensure alignment with ADEK's and the school's policy (Section 1.1 Policy Requirements).
- 2. Coordinate with all ECA Supervisors to develop an ECA calendar and ensure it is made available to parents and students.
- 3. 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 when there is an after-school ECA) to ensure students are either picked up or brought to their respective ECAs.
- 4. Ensure that any external stakeholders (e.g., parents) interacting with students are aware of the School Student Protection Policy and sign a document acknowledging they have read and understood it.
- 5. Ensure that the Student Code of Conduct (as per the School Student Behavior Policy), the Code of Conduct for Education Professionals in General Education (MoE, 2022), and other relevant school policies are communicated to all stakeholders involved in the activity.

6. Ensure compliance with requirements related to parental consent (Section 2.7 Parental Consent) and collect and store all consent forms.

Or. Thakur Mulchandani Principal

المُوالِيِّةُ وَالْمُوالِيِّةِ فِي الإمارات العربية المتحدة المُوالِيِّةِ العَلَيْمُ التَّانُونِ نبودلهي - الهند - رقم العضوبة ١٦٣٠٠٣٣

ى، بالانتساب للمدارس في الخليج

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الموقع:

- 7. Ensure each ECA Supervisor completes a risk assessment and develops an emergency plan for their ECA (Section 3.7 Risk Assessment and Emergency Planning).
- 8. 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
- 9. Verify that for field trips, each ECA Supervisor prepares a travel plan, in line with Section 3.3 Transportation and the School Transportation Policy."

#### 1.3 Awareness:

SEPS undertakes the following actions to ensure all relevant stakeholders are aware of the Extracurricular Activities and Events Policy:

- 1. Publish the policy on the school's website and include it in student, parent, and staff handbooks.
- 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 Coordinator) and any external provider, if applicable.
  - d. The fees and payment terms for each ECA, if applicable.
  - e. The application process and selection criteria (if applicable) for each ECA.
  - f. The requirements regarding parental consent (Section 2.7 Parental Consent).
- 3. Include all regularly conducted ECAs in the school calendar.

### 2. Planning and Delivery of ECAs

### 2.1 Planning of Activities:

- SEPS offers a comprehensive range of ECAs (e.g., academic, cultural, artistic, athletic, intellectual, and philanthropic activities), with at least some of these activities offered free of charge, particularly if conducted by school staff or volunteers.
- 2. In planning an ECA, SEPS ensures:
  - a. Risk assessments and emergency planning are conducted in line with the requirements of Section 3.7 Risk Assessments and Emergency Planning.
  - b. The culture, customs, morals, and religious and social norms of the UAE are considered, ensuring the topics or content presented in the activity do not

Principal

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تليفون رقم: ۹۷۱۲ه ه ۹۷۱۲+، فاکس: ۹۷۸۲۷ه ه ۹۷۱۲+ البريد الألکتروني: school@seps-auh.com

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الموقع:

- contradict any of the UAE's policies, constitution, or beliefs. The activities should support religious tolerance, in line with the School Cultural Consideration Policy.
- c. Food services, if provided, comply with the requirements of the School Healthy Eating and Food Safety Policy, including considerations for minority groups and students with allergies.
- d. All ECAs are approved by the Principal to ensure they meet ADEK requirements.
- e. The Principal submits the ECAs to ADEK for their information or approval, as applicable (Section 2.6 Approval from ADEK).

#### 2.2 Field Trips:

SEPS applies to ADEK when planning field trips; however, these trips shall not be made mandatory. Parental consent is collected from each student for every field trip."

#### 2.3 Overseas Trips:

When planning overseas trips, the school ensures that:

- 1. The destination(s) are chosen from the list of secure countries mentioned on the UAE Ministry of Foreign Affairs website.
- 2. The trip is scheduled in a way that minimizes disruption to school learning. For trips scheduled during timetabled classes, the school shall create an educational compensation plan (Section 2.11 Educational Compensation Plan).
- 3. Participants are enrolled in Grade 5 or above. SEPS grants exceptions for gifted and/or talented students who are invited to participate in competitions and events held overseas.

#### 2.4 Student Involvement:

- 1. SEPS actively encourages students to engage in a variety of extracurricular activities (i.e., scientific, cultural, intellectual, artistic, athletic, and philanthropic activities).
- 2. SEPS encourages both individual and team participation of students in national and international competitions and events.
- 3. The school encourages students to start their own ECAs to help them develop competencies such as creativity, problem-solving, leadership, and entrepreneurship. a. The school establishes measures through which students can start their own ECA with the school's approval and communicates these measures to all relevant

stakeholders.

Principal

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#### 2.5 Scheduling of ECAs:

SEPS schedules ECAs in a manner that minimizes disruption to timetabled classes. The school schedules ECAs during timetabled classes, weekends, holidays, or school breaks, after obtaining approval from ADEK."

#### 2.6 Approval from ADEK:

- 1. The school applies to ADEK to seek approval for any type of ECA listed below and ensures that activities are in line with the School Cultural Consideration Policy:
  - a. ECAs organized by the school that involve invited visitors and external providers, unless otherwise specified by ADEK.
  - b. Virtual ECAs offered or hosted by an external provider.
  - 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 (Section 5. Exchange Programs).
  - j. Field trips.
- 2. SEPS applies for approval as required by the ADEK timeframes prior to the start of the ECA

#### 2.7 Parental Consent:

SEPS obtains signed consent from the parents of every student participating in an ECA organized by the school.

- 1. Consent forms include all essential information related 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), and the name(s) and contact details of the ECA Coordinator(s).
- 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, as well as any individual needs for medical supervision during the activity.
- 3. Signed consent forms shall be retained for reference by the ECA Coordinators.

Dr. Thakur Situdehandani Principal

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مرخصة من قبل وراز المندسة و القاهم المن الامارات العربية المنددة تضو في المجلس المركزي الطبق الشخري نبودنهي - الهند - رقم العضوسة ١٦٣٠٠٣٣ وعضو في مجلس سي بي. إسي، بالانتساب للمدارس في الخليج

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# مدرسة الشروق الانجليزية الخاصة

دأثرة التعليم والمعرفة ترخيص رقم ١/٤٦٦ يتاريخ ١٥ /٠٤/ ٢٠٠٨ صندوق البريد ٧١٣٥٦ أبوظبي تَلْيَفُونَ رِقْم: ٩٨٩٩٥٥ ٥٢٢٩٠، فأكس: ٧٩٨٢٥ ٥٢٧٨٢٠+

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الموقعة

#### 2.8 Fees:

SEPS charges fees for ECAs, with a provision for free offerings (Section 2.1.1). Where fees are charged, the school ensures that they are reasonable. The school does not collect any fees until such activities have been approved by ADEK."

#### 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, the school applies to the relevant authorities for permission and liaises with ADEK for support if required, in accordance with Federal Law Decree No. (3) of 2021 Regarding Regulating Donations. The school ensures that 100% of the money collected is used for the purpose stated in the application."

#### 2.10 Student Attendance:

SEPS tracks and maintains a record of students' attendance in ECAs.

#### 2.11 Educational Compensation Plan:

If an ECA is held during timetabled classes, the school develops and implements a plan to compensate for the classes that participants miss.

#### 2.12 Records:

The school keeps records of all ECAs and events in line with the School Records Policy and provides them as required for compliance checks or upon request by ADEK. The records include:

- 1. The list of student participants, ECA Leaders, ECA Supervisors (if different from the ECA Leader), and volunteers.
- 2. Parental consent forms (Section 2.7 Parental Consent).
- 3. Details of the external provider, if applicable.
- 4. The risk assessment and emergency plan (Section 3.7 Risk Assessment and Emergency Planning).
- 5. The travel plan, if applicable.
- 6. Reports and root cause analyses submitted on the Al Adaa platform (Section 3.8 Reporting Health and Safety Incidents). Dr. Thakur & Mulchandan Principal

-L.L.C - O.P.C

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# مدرسة الشروق الانجليزية الخاصة

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دائرة التعليم والمعرفة ترخبص رقم ۱/٤٦٦ بثاريخ ١٥ /١٠٨ /٠٤٠ مندوق البريد ٢٠٠٨ /٠٤٠ أبوظبي صندوق البريد ٢١٣٥٦ أبوظبي تليفون رقم: ٢٩٧١٢ ٥٥٢٩٨٩، فاكس: ٢٧٨٣٧ ٥٥٢٧٨٣٥ البريد الألكتروني: school@seps-auh.com

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الموقع:

#### 3. Safe Provision of ECAs

#### 3.1 Legal and Regulatory Compliance:

SEPS ensures that all ECAs prioritize the safety of students and require all external providers, staff, and volunteers to read and consent to the School Student Protection Policy. The school ensures that the provision of extracurricular activities complies with the School Health and Safety Policy, as well as the relevant regulations and policies of the government authorities responsible for regulating the ECAs.

#### 3.2 ECA Supervision:

The school provides adequate adult supervision for all ECAs, including recreational activities, field trips, international travel, and virtual activities. Supervision is provided throughout the duration of the activity until students are handed over to an authorized staff member or parent.

#### 1. ECA Leader:

The school has appointed coordinators (e.g., staff members, external contractors, parents, students, etc.) to lead an ECA.

- a. The coordinators leading the ECA are appropriately qualified or experienced to deliver the ECA to a satisfactory level of quality (e.g., meeting ADEK coach requirements for sports, having experience as an artist if supervising a pottery club, etc.).
- 2. When an ECA is led by a parent or student, an ECA Supervisor is also assigned to coordinate between the ECA Leader and the school, remain present during the ECA, and be accountable for ensuring adherence to ADEK's and the school's policies.
  a. For field trips, the Trip Leader (the adult leading the trip) is an ADEK-approved staff member.

#### 3. Role of ECA Leader/Supervisor:

The school ensures that ECA Leaders or Supervisors:

a. Are aware of and comply with the School Student Protection Policy, School Professional Code of Ethics Policy, and the Code of Conduct for Education Professionals in General Education (MoE, 2022), and 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 wellbeing policies.

Dr. Thakus Timutchandani Principal

خصة من قبل ولازة الشرقة و المصم في الامارات العربية المنصدة و في المجلس المركزي المعلم المانوي نبودلهي - المهند - رقم العضوية ٦٦٣٠٠٣٣ ضور في مجلس سي بي إسان، بالانساب للمدارس في الخليج

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# مدرسة الشروق الانحليزية الخاصة

دائرة التعليم والمعرفة ترخيص رقم ١/٤٦٦ بتاريخ ١٥ /٠٤/ ٢٠٠٨ صندوق البريد ٧١٣٥٦ أبوطيي تَلْيَفُونَ رَقْمَ: ١٩٩٨٩٥٥ ٢١٢٩٠، فَاكْس: ٢٧٨٣٧٥٥ ٢٧١٢٠+ البريد الألكتروني: school@seps-auh.com

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الموقعة

- 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 by the Student Code of Conduct in line with the School Student Behavior Policy, School Professional Code of Ethics Policy, the Code of Conduct for Education Professionals in General Education (MoE, 2022), and the School Cultural Consideration Policy.
- e. Ensure that the Principal is informed (directly or via the ECA Coordinator) of any incidents relating to students' health and safety during the ECA and associated travel and ensure that all necessary reports are submitted in line with the 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's policies.

#### 4. Supervision Ratios:

a. SEPS maintains the following supervision ratio of adults to students during field trips: the school ensures that there are a minimum of two adults (one of whom must be 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
Pre-KG/FS1 – Grade 1/Year 2	1:6
Students with Additional	1:3 or higher if determined
Learning	to be
Needs	necessary for the student
Overseas trips (outside UAE)	1:8

5. Parent Volunteers: SEPS will include parent volunteers in leading or assisting extracurricular activities in line with the School Parent Engagement Policy. The school will ensure that all parent volunteers are aware of and comply with the School Professional Code of Ethics Policy, the Code of Conduct for Education Professionals in General Education (MoE, 2022), and the School Student Protection Policy. Additionally, parent volunteers will be vetted in accordance with the School Employment Policy.

مرخصة من قبل وزايو ليون عضو في المجلس المركزية ي.بي. إسي، بالانتساب للمدارس في الخليج

Dr. Thakur S Mittchandani Principal

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# مدرسة الشروق الانجليزية الخاصة

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دائرة التعليم والمعرفة نرخيص رقم ١/٤٦٦ بتاريخ ١٥ /١٠٠ / ٢٠٠٨ صندوق البريد ٧١٣٥٦ أبوظيي تليفون رقم: ٧١٢٥٦ ٥٥٢٩٨٩ فاكس: ٩٧١٢ ٥٥٢٩٨٩ +

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لتوقعة

# **3.3 Transportation:** Transportation services for extracurricular activities and school events are provided as follows:

- 1. The school ensures compliance with the School Transportation Policy and informs the Integrated Transport Center (ITC) when transporting students using vehicles other than school buses.
- 2. The school ensures that any supervising adults are approved by ADEK and have read and signed the School Student Protection Policy.
- 3. Health and safety guidelines are followed in line with the School Health and Safety Policy. The travel plan accounts for prayer times, fasting, adequate water consumption by students, and provision of toilet breaks at appropriate intervals.
- 4. Weather conditions and the nature of the activity are considered when preparing travel plans.
- 5. A driver fatigue prevention program is followed in line with the OSHAD-SF Code of Practice 25: Driver Fatigue Prevention (OSHAD, 2019).
- 6. All vehicles are equipped with emergency equipment in line with standards set out in OSHAD-SF Code of Practice 4: First Aid and Medical Emergency Treatment (OSHAD, 2018) and firefighting equipment.
- 7. Certifications and insurance requirements for drivers and vehicles are available and valid."
- **3.4 Overseas Trips:** For overseas trips, the school acquires or facilitates the acquisition of travel insurance for all participants. The school ensures that all UAE national students are registered on the Twajudi service of the UAE Ministry of Foreign Affairs."
- **3.5 Virtual Activities:** When conducting extracurricular activities in a virtual format, the school ensures:
  - 1. Compliance with the School Digital Policy and other related policies set out by the school.
  - 2. The presence of a staff member when an activity is 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, the school will ensure the following:
  - 1. A risk assessment is conducted, and all identified mitigating factors deemed feasible are implemented.

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Dr. Thakur Sidulchandan Principal

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# مدرسة الشروق الانجليزية الخاصة

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دائرة التعليم والمعرفة ترخيص رقم ١/٤٦٦ بتاريخ ١/٠٤/ ٢٠٠٨ /٠٤/ ٥٠ كراء ٢٠٠٨ صندوق البريد ١٣٥٦ أبوظبي تليفون رقم: ٩٧١٢ ٥٥٢٧٨٣٧ +

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الموقع:

- 2. Owners of animals participating in the activity will submit appropriate documentation to confirm that the animals are in good health, as per the requirements of the UAE government.
- 3. When not engaged in the activity, animals will be kept in a separate area away from students.
- 4. A member of the School Wellbeing Committee, or their delegate as per the School Wellbeing Policy, will be present in the animal area throughout the day to ensure proper supervision and monitoring of the animals and the safety of students.
- 5. The animal area will be kept clean at all times, in line with health and safety requirements stipulated in ADEK policies."

### 3.7 Risk Assessment and Emergency Planning:

- 1. SEPS conducts risk assessments for all activities and projects, establishing appropriate risk mitigation measures based on the nature and venue of the activity, as well as the ages, gender, ability, and number of participating students.
  - a. The school implements safety precautions in line with the risks identified in the risk assessment. Where appropriate, the school ensures that all equipment, tools, and materials are properly maintained, labeled, and stored.
  - b. Virtual Activities: When organizing virtual activities, the school assesses the online technology tools and platforms to be used.
  - c. Water-based ECAs: When organizing water-based ECAs (e.g., visits to water parks or beach-based activities), the school conducts a thorough risk assessment and evaluates the availability of an adequate number of lifeguards and adult supervisors at the activity location.
- 2. The school ensures that an emergency plan is prepared for all extracurricular activities, including responses to adverse weather conditions, where applicable. The school considers the nature of the activity and the ages, gender, ability, and number of participating students when preparing the emergency plan.
- 3. Risk assessments and emergency plans take into consideration any required medical care or supervision for individuals, as stated on parent consent forms (Section 2.7 Parental Consent)."

### 3.8 Reporting Health and Safety Incidents:

ECA Leaders/Supervisors inform the Principal (directly or through the ECA Coordinator) of any health and safety incidents that occur during the activity. The Principal ensures that such incidents are reported on the Al Adaa System, along with a root cause analysis."

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نصة من قبل و إلى المحقول الأمارات العربية المنحدة و في المحصن المرات المساوي نيودلهي - الهند - رقم المضوية ١٩٣٠٠٣٣ نسو في مجلس سي بي المحقول الإنساب المدارس في الفليج

Dr. Thakur इतिपाटhandani Principal

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# مدرسة الشروق الانجليزية الخاصة

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دائرة التعليم والمعرفة ترخيص رقم ١/٤٦٦ بتاريخ ١٥/ ٢٠٠٨ /٢٠٠٨ صندوق اليريد ٧١٣٥٦ أبوظيي

تليفون رقم: ۹۷۱۲ ۵۵۲۹۹۸۹ فاکس: ۹۷۱۲۵۵ ۹۷۱۲ + ۹۷۱۲ البريد الأنکتروني: school@seps-auh.com

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الموقع:

#### 3.9 Third-Party Usage of School Facilities:

The school will ensure that any use of school facilities by third parties complies with the School Buildings and Facilities Policy.

#### 4. Events

#### 4.1 School Events Policy:

SEPS has developed an Events Policy for any events organized by the school as part of an ECA or otherwise (e.g., graduation ceremonies). The policy includes, the following:

- 1. The types of events to be conducted.
- 2. Eligibility criteria for participation.
- 3. Dress code (if applicable).
- 4. Expectations for the conduct of attendees and consequences for misconduct.
- 5. Procedures for risk assessment and emergency planning."

#### 4.2 Conducting Events:

The school ensures 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 accordance with the Events Policy.

**4.3** The school seeks approval from ADEK for events, in line with the requirements of Section 2.1 Planning of Activities and Section 2.4 Approval from ADEK.

### 4.4 Graduation Ceremony:

SEPS ensures compliance with the following when organizing a Graduation Ceremony:

- 1. Parents of graduating students are formally invited to the Graduation Ceremony.
- 2. No fees are charged for the ceremony or the distribution of certificates.
- 3. Parents are not requested to purchase materials for use in the Graduation Ceremony.

#### 4.5 Parental Consent:

The school obtains signed written consent from the parents of every student participating in the event, in line with the requirements of Section 2.7 Parental Consent.

Dr. Thakur stautchandani Principal

من قبل وزارة اللَّيّا واللَّمَا والمارات العربية المنحدة من المجلس المركزي للتعليم المنانوي نيودلهي - الهند - رفع العضوية ١٦٣٠٠٣٣

ي بي السي، بالانتساب للمدارس في التنبيج

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دائرة التعليم والمعرفة ترخيص رقم ٢٦٤/١ بتاريخ ١/٤٠١ / ٢٠٠٨ صندوق البريد ٧١٣٥٧ أبوظبي

تليفون رقم: ٩٨٩ ٢ ٥ ٥ ٢ ٩ ٩٧١٢ . فاكس: ٩٧١٧ ٥ ٥ ٩٧١٢ + بالبريد الألكتروني: school@seps-auh.com

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#### 4.6 Safe Organization of Events:

The school follows all applicable health and safety requirements outlined in Section 3. Safe Provision of Extracurricular Activities.

#### 4.7 Photography:

The school is authorized to organize photography sessions as part of events conducted by them, provided that parents' approval has been obtained. SEPS ensures that such sessions are conducted in line with the School Digital Policy.

#### 5. Exchange Programs

5.1 The school is authorized to grant permission for students to participate in international outbound exchange programs and to accept students in inbound exchange programs, ensuring full compliance with all relevant regulations, including nationality and residency laws.

**5.2 Academic Credits:** The school ensures that academic credits are appropriately transferred/allotted:

- 1. Outbound Programs: If SEPS grants permission for a student to participate in an outbound exchange program, it transfers any credits the student has completed onto the student's record.
- 2. Inbound Programs: If SEPS agrees to accept a student in an inbound exchange program, it issues a credit transfer certificate upon completion of the program.

**5.3 Fees:** The original school of students participating in an exchange program shall continue to charge tuition fees for the duration of the exchange and establish a cost-sharing arrangement with the host school in relation to this. The original school is authorized to offer any relevant reduction in school fees for the duration of the exchange.

### 5.4 Logistical Arrangements and Supervision:

- 1. **Parental Responsibilities:** Parents of students participating in an exchange program will bear all 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 (e.g., visas, insurance, accommodation, and travel arrangements).
- 2. **School Responsibilities:** The school will appoint a Student Exchange Coordinator to provide relevant administrative support to parents and students. This includes the transfer of relevant student records and uploading of transcripts to eSIS. Dr. Thakus Student and an or the student records and uploading of transcripts to eSIS.

Principal

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3. Supervision: Outbound exchange programs are not subject to the regulations related to adult supervision (Section 3.2 Adult Supervision)."

#### 6. Inclusion

6.1 Inclusive Participation: SEPS provides opportunities for participation in ECAs for all students and promotes their inclusion, in line with the School Inclusion Policy.

- The school ensures that 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.
- 2. Where a specific activity or task limits a student's more active role, the school ensures that students are offered a relevant alternative role (e.g., team leader, score/record keeper, sound engineer assistant, etc.).
- 3. Wherever appropriate, the school enables the participation of students with additional learning needs in ECAs that involve students of their own age and grade/year level.
- 4. The school makes any other reasonable adjustments to ECAs, where possible, to enable each student to participate in an ECA of their choice.
- 5. The school ensures that risk assessments, mitigation measures, and emergency plans account for the needs of all students with additional learning needs."

### 7. Compliance

The school is expected to be fully compliant with this policy by the start of the academic year 2025/2026.

Principal

Dr. Thakur Mulchandani School Director/ Principal