



Extra-Curricular (ECA) Policy

June 2019

Date last reviewed | June 2019

Review period | Annually

Lead Reviewer | Assistant Principals



Introduction

GEMS Wellington Academy Al Khail plan and deliver ECAs in order to broaden and enrich opportunities for students from Foundation Stage 2 to Year 13. The provision covers a wide range of activities in the areas of;

- Academic
- Sports
- Performing arts
- Visual arts
- Languages
- Community / Citizenship
- Entrepreneurship
- Leadership
- Culture
- Enrichment

General Information

- ECAs (paid and unpaid) take place five days a week from Sunday – Wednesday (3:10pm – 4:10pm) and on Thursday (1:10pm – 2:10pm) for Year 1-13.
- For FS2 all ECAS run from Monday – Wednesday (2.45pm - 3.45pm)
- Each activity runs for a minimum period of eight weeks with all sessions pre-planned.
- ECAs run with a ratio 1:20 in years 1 – 13 and 1:15 in FS2. Specialist activities, such as cooking and ECAs may require a smaller ratio.
- SEND students will be supported during ECAs on a needs basis.
- If there are less than five students who sign up to an ECA, parents will be notified that the ECA will not be able to take place and another choice will be given.
- All full time members of teaching staff are required to run one ECA per term.
- ECAs are open to all children from FS2 to Year 13. The focus is learning, fun, collaboration, engagement and personal development.
- A small number of ECAs are targeted for selected students, e.g. Choir, Sporting Squads, School Production Cast Members, and Academic Intervention.
- The ECA coordinators are as follows:

Foundation Stage & Primary	Laura Ashby
Secondary School & Sixth Form	Martin Ray



Pre-ECA Preparations

- All members of staff will be aware in advance what after school ECA they will be leading each term and will send their ECA plan to Laura Ashby.
- All members of staff will nominate in advance a colleague who will support / cover their ECA in case of illness / sickness or injury and send this information to Laura Ashby. The nominated colleague cannot run their own ECA on the same day and the ECA must run as normal.
- A paid ECA 'marketplace' will take place prior to signing up for the new term so parents are aware of what is on offer and what paid activities can be accessed. These activities range from Robotics and Karate to Sailing, Equestrian and Diving.
- All unpaid ECA options will be posted onto the Oasis system for parents to log in and sign up.
- Parents will be informed via the automated system whether their request has been successful or whether they have been put onto the waiting list (this is due to the ECA already being filled).
- The ECA registers (once the ECAs are populated) will be sent to all teachers by Laura Ashby and it will be the teachers' responsibility to accurately register the students each week.
- All staff are responsible for ensuring they have the appropriate equipment needed to successfully run their ECA.

Attendance and Punctuality

- The school reserve the right to withdraw any child from the ECA if they miss three sessions or if they are collected late three times or more.
- Parents are expected to collect their child promptly from the designated collection point at the end of the ECA

ECA Routines

- All **FS2 students** will be taken to the classroom where the ECA is taking place.
- All **Year 1 and 2 students** will be taken by their class teacher or teaching assistant to the **canteen** where they will be picked up for their ECA, including Sports ECA's.
- All **Year 3 and 4 students** will be taken to the **Multi Purpose Hall** where they will be picked up for their ECA, including Sports ECA's.
- All **Year 5 and 6 students** will meet in the **Year 5 and 6 Intervention Rooms** where they will be picked up for their ECA, students will make their way to Sports ECAs.
- All **Secondary and Sixth Form students** will make their own way to their ECA's.
- Registers are taken by teachers in the first 10 minutes of the ECA.

ECA Pick up Arrangements

- All FS2 students will be collected from the FS Reception desk.
- Primary students will be collected from the classroom where the ECA is taking place.



- Pick up for external sporting ECAs will be outside, on the main sports field under the shaded area.
- **ECAs Buses are scheduled to depart WEK at 4:45pm**
- One member of ELT must be on bus duty from 4:10pm Monday-Wednesday in the canteen.

Externally provided ECA clubs

- Students involved in external ECA's will be taken by their class teacher or teaching assistant to the canteen where they will be picked up for their ECA. Pick up for external sporting ECA's will be outside, on the main sports field under the shaded area. Pick up for non-sporting external ECA's will be from the main reception.

Celebrations of Learning

- In the final session of the term, all parents are invited into the final 20 minutes of the ECA where appropriate, so that the children can share and celebrate the learning and achievements which have taken place over the duration of the ECA.
- All members of staff must communicate with parents in advance informing them what the celebration of learning will involve and the exact location.

Expenses

- Any expenses which are less than AED 1000 can be purchased by the lead member of staff and reimbursed in cash.
- An IOU / purchase / reimbursement form should be completed and given to Martin Ray for approval.
- Any expenses which cost more than AED 1000, see Martin Ray to discuss options as different suppliers may have to be used.

Off-Site Visits

- If an ECA or part of an ECA requires an off-site visit, the WEK procedures must be followed with all paperwork handed in to the relevant ECA Coordinator.