



Extra-Curricular (ECA) Policy

2024 - 2025

Date last reviewed | June 2024

Review period | Annually

Lead Reviewer | Assistant Principals



***"Empowering today,
for a limitless tomorrow."***



**Limitless
Learning**



**Limitless
Solutions**



**Limitless
Possibilities**

Introduction

Primary:

GEMS Wellington Academy Al Khail plans to deliver ECAs to broaden and enrich opportunities for students from Foundation Stage 2 to Year 6. 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

Secondary:

Aim: to support the student agency and social enterprise strand of our school vision. It combines traditional extra-curricular activities, co-curricular activities, societies and academic intervention.

We have 4 categories of ECAs:



1. Sports & Health – Joanne Hearty and Stephan Noblett
2. The Arts – TBC –
3. Leadership – Alannah Eaton
4. The International Award (DofE) – Krishan Talsania

Each of these categories are split into 3 levels, gold, silver and bronze depending on time commitment

General Information

- ASAs (paid) take place five days a week from Monday – Thursday (3:10pm – 4:10pm) and on Friday (12:10pm – 1:10pm) for primary students.
- ECAs (school based) take place on a Tuesday, Wednesday and a Thursday from 3:10-4:10
- For FS2 all ECAS run from Tuesday – Thursday at the same time.
- Each activity runs for a minimum period of eight weeks with all sessions pre-planned
- ECAs run with a ratio of 1:27 in Years 1 – 13 and 1:15 in FS2. Specialist activities, such as STEAM and Cooking ECAs may require a smaller ratio
- SEND students will be supported during ECAs on a need's 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 need to be made
- 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	Sarah Samual
Secondary School & Sixth Form	Sam Cole
Foundation Stage & Primary ECA Coordinator	TBC
Secondary School & Sixth Form ECA Coordinator	Sam Cole

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 the ECA coordinators.
- All members of staff will nominate in advance a colleague who will cover their ECA in case of illness and or trips and send this information along with ECA material to the ECA coordinator and head of Year. ECA will not be cancelled or split.
- A paid ASA '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, Golf and Diving
- All unpaid ECA options will be posted for parents to log in and sign up on ESM ONE.
- Parents will be informed via the automated system on ESM ONE 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 available on ESM ONE
- 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 to 6 students** will be taken to the canteen where they will be picked up for their ECA, including Sports ECA's
- 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 a dedicated classroom.
- Students Year 1 to 4 will be collected from a dedicated classroom via gate 19
- Students Year 5 and above will be dismissed independently
- Pick up for external sporting ECAs will be from gate 19



Externally provided ECA clubs

- Students involved in external ECAs 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 ECAs will be from gate 15

Celebrations of Learning

- Each ECA will be preparing students for a celebration of their focus, whether through competitions, assembly presentations, showcases, and more. In the final session of the term, these activities aim to highlight and celebrate the achievements and progress within each ECA, providing students with opportunities to demonstrate their skills, talents, and hard work.

Off-Site Visits

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