



Extracurricular Activities and Events Policy- Summary

(Internal Policy – Al Saad Indian School – Staff and Parent Reference)

This policy ensures that all extracurricular activities (ECAs) and school events support students' holistic development while fully complying with the ADEK School Extracurricular Activities and Events Policy (v1.1, 2024). It promotes creativity, leadership, teamwork, social responsibility, and cross-cultural understanding through structured opportunities in sports, arts, culture, academics, and community service.

The policy applies to all students, staff, parents, and external providers, and covers all on-campus and off-campus activities. It places strong emphasis on student safety, inclusion, wellbeing, and respect for UAE cultural values, ensuring that activities are age-appropriate, ethically conducted, and aligned with students' academic, personal, and life-skills development.

Clear roles and responsibilities are defined. The Principal oversees implementation and ensures ADEK compliance. The ECA Coordinator plans, monitors, and maintains all required records, including annual calendars, risk assessments, emergency plans, attendance records, and parental consent forms. Section Heads, teachers, club mentors, the school nurse, administration and PRO, parents, and students each have clearly defined responsibilities to ensure safe, inclusive, and well-organised execution of activities.

The policy mandates risk assessments and emergency procedures for every activity, availability of first-aid kits and trained personnel, and prior ADEK approvals for off-campus, paid, overnight, or overseas activities. Student attendance and participation in ECAs are recorded and may be reflected in school performance reports. All incidents are documented, reported, and reviewed to strengthen safeguarding and safety practices.

Parental engagement is an integral component. Parents are informed through official communication channels, provide written consent for off-campus activities, and may support school events in line with ADEK guidelines. Students are encouraged to participate responsibly, propose student-led clubs with approval, and represent the school with discipline and positive conduct.

The policy includes a structured monitoring and evaluation framework, with termly reviews of participation and inclusion, per-activity safety checks, post-event evaluations, and annual student feedback. Regular audits and reviews ensure continuous improvement and sustained compliance. The policy follows a biannual review cycle or is updated earlier in response to ADEK regulatory changes.


Principal's Signature