



# DOHA ENGLISH SPEAKING SCHOOL

Learning Together • High Expectations • Celebrating Success

September 2016

## EXTRA CURRICULAR ACTIVITIES POLICY

### PURPOSE

To establish a framework within which Extra Curricular Activities ('ECA') may be offered to children, and the implications for staff, children, private providers and the school. This policy will be reviewed on a yearly basis, prior to the start of the academic year.

### POLICY STATEMENT

At Doha English Speaking School we are committed to providing a wide range of extra-curricular activities to support the various interests present within the student body. All activities should encourage the development of leisure time skills in a co-operative environment with the aim of building on the children's social, academic, artistic and/or physical interests and experiences.

The Headteacher will appoint an ECA Co-Ordinator to administer the ECA policy and procedures and to establish contacts with outside providers of ECAs where possible and appropriate for the benefit of the children.

Wherever possible the school will offer ECAs run by the school staff and offered free of charge. However, in order to offer a broader range to the children, privately run clubs will be available for the children, both within the school site and off site, for a fee. Children start ECAs at the beginning of Key Stage 2 when they can begin to take a more active role in the organisation of their own leisure time.

### PROCEDURES

#### 1. School run ECAs

These activities are offered in Terms 1 and 2. They are free of charge.

##### 1.1 Implementation

As far as possible, children are encouraged to choose their own ECAs from displayed lists in school. However, parents are informed of the choices and format via the website. Signing up takes place in the classrooms at the beginning of the Autumn and Spring terms. Children are able to select and participate in more than one activity if numbers allow. When choosing, they designate their choices in order of preference. All children may apply to take Voice Squad and other Music Activities together with other activities.

Subject to the child:adult ratio being maintained at 1:24 (except cookery which is 1:12) and the facilities being suitable for the numbers participating, following are the minimum numbers required for ECAs. The maximum numbers will be set between the provider and the ECA Coordinator.

- Sports activities are to have a minimum limit of 24 children.

- Cookery activities are to have a minimum of 12 children.
- Voice Squad is available to all children.
- Keyboard club is limited as to the number of keyboards available.

## 1.2 Disseminating Information:

It will be the responsibility of the ECA co-ordinator to:

- retain a list of resources and their location in the school
- organise a cross section of activities for the children to choose from
- advertise and notify the parents of the available choices
- organise the children's choosing of their preferred activity
- ensure that all children participate in at least one of their chosen activities
- inform new children joining the school during the term of ECA choices
- inform children and staff of venue, times and facilitator
- provide a register for the facilitator to complete and return to the ECA Co-ordinator at the end of the 8 week sessions
- organise a stand in member of staff if a member of staff is not able to take their activity (floating staff to be first call)
- provide the School Office with information on all ECAs
- notify Security Staff of gate times

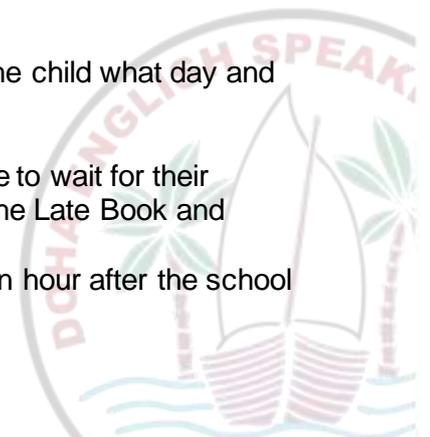
## 1.3 Snack times:

Children are to eat their snacks in classroom gardens at the end of the school day, and must remain there for 15 minutes when a bell signals that they should make their way to their activities. Year Groups will arrange a supervision roster.

The exception to this is children who are involved in Privately Run Clubs. They are to make their way to these activities at the end of the school day, where they will be supervised during their snack and changing times by the provider.

## 1.4 Code of Practice for children attending ECAs.

- Children cannot change activities once they have chosen.
- Children must attend regularly.
- Frequent absences unless valid (ie illness) should be noted and the child informed that they will be prevented from signing up the next term if the absences continue. The ECA co-ordinator should be informed of the child's name.
- Good behaviour is expected and any rudeness or misbehaviour will not be tolerated and should be reported to the ECA Co-ordinator in the first instance. Children will be asked to leave if unacceptable behaviour persists.
- A register must be taken each week by the provider.
- Parents should not choose for children, but need to discuss with the child what day and activity the child has chosen.
- Children must be collected on time at the end of activities.
- Children who are collected late should be sent to the School Office to wait for their parents. Staff on duty at the office, should note late collectors in the Late Book and inform the co-ordinator about repeated offenders.
- Gate 3 is used for all activities (Private and School run) that end an hour after the school day and is manned by a member of our Security staff.



## 1.5 Emergency information:

All emergency information is kept at the School Office, which is open and manned by a member of the Admin staff.

## 1.7 Health and Safety:

It is the responsibility of the provider to ensure that appropriate clothing, including hats and footwear, is worn for activities.

Children should have access to water and should bring a refillable bottle to sporting activities.

Siblings or friends of a child participating in an activity are not allowed to stay in school, unless supervised by an adult, to watch or wait till the end of the activity.

Children should not be allowed on the field, the playground or in the changing rooms unsupervised.

Children attending activities that start later in the day are expected to leave school at the normal time and return in time for their activity. They may wait in the Parents' Waiting Area under the supervision of a responsible adult but must not be left unattended inside the school compound.

## 2. **Privately run ECAs**

Privately run ECAs are fee paying. This fee is determined by the provider who is solely responsible for the collection of fees.

### 2.1 Implementation

Although the majority of Privately Run ECAs are for the benefit of KS2 children, a few apply to younger children. Privately Run ECAs are offered during the Autumn, Spring and Summer terms.

Privately run ECAs are advertised via the newsletter and website. Parents apply to the providers directly.

Providers of privately run courses are responsible for keeping medical and contact details of children in their clubs.

The provider is responsible for supervising the children when changing or eating snack before the activity begins and for ensuring that the children are collected at the end of the activity by a responsible adult. He/she is also expected to ensure that children conform to DESS behaviour expectations and should report any persistent misbehaviour to the ECA Co-ordinator in the first instance.

All children taking part in any activity on school premises are covered by DESS insurance in case of accident.



## 2.2 ECA Co-ordinator:

It is the responsibility of the ECA Co-ordinator to:

- Liaise with outside providers in order to offer a variety of activities for the children.
- Advertise activities for the Autumn, Spring and Summer terms.
- Ensure that each outside provider has been given a set of rules and has signed a 'Use of Premises' contract which is kept on file.
- Pass information to Accounts department for invoicing for use of facilities.
- Allocate suitable venues for each activity.

## 3. **Use of facilities**

The ECA Co-ordinator is to liaise with all outside providers using DESS facilities. These may be regular users or may be groups requesting use for a limited time.

All providers are to be notified of security requirements and emergency procedures and must abide by these.

Privately Run ECAs are charged a fee for use of the school site, in keeping with the Community Use Policy.

