



Repton Abu Dhabi

Extracurricular Activities and Events Policy

1. Purpose and Scope

The purpose of this policy is to define the standards, procedures, and responsibilities governing the planning, delivery, and supervision of Extracurricular Activities (ECAs) and School Events at Repton Abu Dhabi.

This policy ensures that all ECAs and events promote the wellbeing, safety, and inclusion of students, while aligning with the Abu Dhabi Department of Education and Knowledge (ADEK) regulations, the UAE's cultural values, and Repton Abu Dhabi's commitment to holistic education.

This policy applies to:

- All students enrolled at Repton Abu Dhabi.
 - All staff members involved in ECAs or events.
 - External providers, parent volunteers, and visitors engaged in ECA-related activities.
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2. Policy Requirements

Repton Abu Dhabi shall implement an inclusive Extracurricular Activities and Events Policy that:

1. Offers a diverse range of ECAs catering to different age groups, genders, abilities, and interests.
 2. Clearly outlines the complete extracurricular programme, including academic, cultural, athletic, artistic, and philanthropic offerings.
 3. Defines the process for organizing ECAs and student-led initiatives.
 4. Establishes procedures for safe delivery, including supervision, risk assessment, transportation, and emergency planning.
 5. Details the planning and approval process for school events, including graduation ceremonies.
 6. Sets the conditions for international and local exchange programmes.
 7. Ensures the policy is published on the school website and in the school's handbooks.
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3. Appointment of ECA Coordinator(s)

Repton Abu Dhabi shall appoint one or more ECA Coordinators responsible for overseeing the implementation of this policy.

The ECA Coordinator shall:

- Review and approve ECA plans to ensure alignment with ADEK and school policies.
- Coordinate all ECA Supervisors to develop an annual ECA Calendar and communicate it to students and parents.
- Oversee safe logistics for younger students (e.g., those requiring transport after ECAs).
- Ensure all external providers and parent volunteers sign the ADEK Student Protection Policy Acknowledgment Form.
- Communicate all relevant codes of conduct to stakeholders.
- Manage the collection and secure storage of parental consent forms.
- Verify that all risk assessments, emergency plans, and travel plans (for field trips) are completed.
- Facilitate communication during emergencies, cancellations, or changes to ECA arrangements.

4. Awareness and Communication

To promote transparency and engagement:

- This policy shall be published on the school website.
- Parents shall receive detailed information on each ECA, including:
 - Objectives and description
 - Timings, duration, and frequency
 - Fees (if applicable)
 - Responsible staff and external providers
 - Parental consent requirements
- All regular ECAs shall appear in the school's official calendar.

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5. Planning and Delivery of ECAs

5.1 Programme Planning

Repton Abu Dhabi will offer a broad range of ECAs—academic, artistic, athletic, cultural, and service-oriented—ensuring that some are free of charge.

All ECAs must:

- Undergo a risk assessment and emergency plan review.
- Reflect the UAE's cultural and moral values in accordance with ADEK's Cultural Consideration Policy.
- Comply with the Healthy Eating and Food Safety Policy when food is provided.
- Receive Principal approval prior to launch.
- Obtain ADEK approval, when required.

5.2 Field and Overseas Trips

- Field trips are voluntary and require parental consent per student per trip.
- Overseas trips must comply with:
 - UAE Ministry of Foreign Affairs travel advisories.
 - Minimum participation level (Grade 5/Year 6 and above, unless for gifted students).
 - Educational compensation plans for missed classes.
 - Comprehensive travel insurance coverage for all participants.
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5.3 Student-Led ECAs

Students are encouraged to propose and lead ECAs that promote leadership, creativity, and innovation. The ECA Coordinator will outline the approval process and support student-led initiatives.

5.4 Scheduling

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All ECAs will be scheduled to **minimize disruption** to core academic learning. Activities may occur during school hours, after school, or on weekends, subject to ADEK approval.

6. Parental Consent and Fees

- Written **parental consent** is required for each student participating in any ECA or event.
 - Consent forms must include all relevant details (activity description, schedule, transportation, contacts, health information, etc.).
 - Repton Abu Dhabi may charge reasonable ECA fees once ADEK approval is secured, while maintaining a variety of free activities.
 - All donations collected through ECAs will fully comply with Federal Law Decree No. (3) of 2021 on Regulating Donations.
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7. Safe Provision of ECAs

7.1 Supervision and Staffing

- All ECAs shall have adequate adult supervision.
- Each activity will have a designated ECA Leader and, if applicable, an ECA Supervisor accountable for compliance and student safety.
- All staff, volunteers, and providers must adhere to:
 - ADEK Student Protection Policy
 - Code of Conduct for Education Professionals (MoE, 2022)
 - Repton Abu Dhabi Staff Code of Conduct

Supervision Ratios:

Grade Level	Minimum Ratio (Adults:Students)
KG – Grade 1	1:6

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Grade Level	Minimum Ratio (Adults:Students)
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Grade 2 – Grade 6	1:10
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Grade 7 and above	1:15
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Students with Additional Needs 1:3 or higher

Overseas Trips	1:8
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At least **two adults** (including one female if girls are present) shall accompany all trips.

7.2 Health, Safety, and Transportation

- All transportation shall comply with the ADEK School Transportation Policy.
- Vehicles must be insured, certified, and equipped with emergency kits.
- Travel plans shall account for prayer times, hydration, and rest stops.

7.3 Risk Assessment and Emergencies

- A risk assessment and emergency plan shall be prepared for every ECA and event.
- Plans shall account for student health needs and be stored securely.
- All incidents shall be reported through the ADEK Al Adaa System.

8. Events Management

8.1 Event Policy and Conduct

Repton Abu Dhabi shall maintain an Events Policy covering:

- Event types and eligibility
- Dress code (if applicable)
- Expected standards of conduct and consequences for misconduct
- Risk assessment and emergency procedures

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8.2 Graduation Ceremonies

- Graduation ceremonies shall be free of charge.
- No mandatory purchase of attire or materials shall be requested.
- Parents shall receive formal invitations in advance.

8.3 Photography and Media

Photography at school events shall only occur with parental consent and in accordance with the ADEK Digital Policy and Repton Abu Dhabi's Safeguarding Guidelines.

9. Inclusion

Repton Abu Dhabi is committed to inclusive participation in all ECAs and events.
The school shall:

- Ensure all students, including those with additional learning needs, have **equal access** to ECAs.
- Provide reasonable adjustments and alternative roles when direct participation is limited.
- Incorporate the needs of all students into risk assessments and emergency plans.

10. Compliance and Review

- This policy is effective from Academic Year 2025/26.
- Non-compliance with ADEK or Repton Abu Dhabi requirements may result in disciplinary or legal action as per Federal Decree Law No. (31) of 2021 and ADEK regulations.
- ADEK reserves the right to audit and intervene if required.
- The policy shall be reviewed annually by the ECA Coordinator in consultation with the Principal and the Senior Leadership Team.

12. References

- ADEK School Wellbeing Policy
- ADEK School Student Protection Policy

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- ADEK School Health & Safety Policy
 - ADEK Cultural Consideration Policy
 - ADEK School Inclusion Policy
 - Ministry of Education (2022). *Code of Conduct for Education Professionals in General Education*
 - Federal Decree Law No. (3) of 2021 on Regulating Donations
 - Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties
 - Abu Dhabi Occupational Safety and Health Center (OSHAD) Codes of Practice
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