



'Students achieving their full potential as active thinkers  
and self-motivated, life-long learners within a supportive environment'

# Extra-Curricular Activities Policy

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## **Introduction:**

Extra-curricular activities (sometimes referred to as clubs) are provided by the school as optional enrichment opportunities for our students. Offering extra-curricular activities within the school helps the community as there is no need for children to travel elsewhere to take part in a club. Children who attend extra-curricular activities get the opportunity to socialise with others of similar interests, which builds social skills. Pupils get to spend more time with familiar educators, who can help guide their learning further. Children feel validated by doing things that they enjoy and by trying new things in a safe environment.

At CES, Mangaf, we endeavor to provide as many activities as possible. However, the availability of staff and resources means that there is a limit to the activities we can offer.

## **1. Purpose**

Cambridge English School is committed to providing a broad, balanced and inclusive Extra-Curricular Activities (ECA) programme that enhances pupils' academic, physical, social, moral and emotional development. The ECA programme forms a core part of the school's educational offer and supports pupils' wellbeing, engagement, and personal development.

## **2. Aims**

The ECA programme aims to:

- Promote whole-child development beyond the formal curriculum
- Ensure equitable access to enrichment opportunities for all pupils
- Develop pupils' confidence, teamwork, leadership and resilience
- Support physical health, creativity and academic curiosity
- Contribute positively to pupils' SMSC development
- Strengthen pupil engagement and enjoyment of school life

## **3. Whole-School ECA Model**

The school operates a whole-school ECA model, aligned with UK best practice, whereby all pupils participate in extra-curricular activities during a designated weekly time slot.

- A fixed day and time is allocated each week for ECAs
- No academic lessons are scheduled during this period
- All pupils are expected to participate unless formally exempt
- Activities run simultaneously across all phases

This approach ensures consistency, inclusivity and high participation.

#### **4. Organisation and Timetabling**

- ECAs take place once per week during the protected ECA slot
- Activities are organised by phase (EYFS, Primary, Secondary, Post-16)
- Clubs typically run on a termly rotation (6–8 weeks)

#### **5. Range of Activities**

The ECA programme is structured around four key strands:

##### **5.1 Physical and Sporting Activities**

- Team sports, individual sports and fitness activities
- Promotion of healthy lifestyles and teamwork

##### **5.2 Creative and Performing Arts**

- Art, music, drama, dance and media activities
- Development of creativity, confidence and self-expression

##### **5.3 Academic Enrichment**

- STEM, reading, debate, coding and subject-specific clubs
- Extension and enhancement of curriculum learning

##### **5.4 Leadership and Personal Development**

- Student leadership, volunteering, Duke of Edinburgh, Model United Nations
- Development of responsibility, citizenship and character

## **6. Staff Roles and Responsibilities**

- All teaching staff are expected to lead or support an ECA club as part of directed time
- Club leaders are responsible for planning, supervision and registers
- Senior leaders oversee quality, safeguarding and programme balance
- Appropriate staff-to-pupil ratios are maintained at all times

## **7. Pupil Participation**

- Participation in ECAs is expected and encouraged for all pupils
- Pupils select clubs based on interest and suitability
- Behaviour expectations during ECAs mirror those of the school day

## **8. Safeguarding and Health & Safety**

- Attendance registers are taken for every session
- Clear start and end procedures are followed
- Pupils remain under staff supervision at all times
- Health and safety risk assessments are completed where required
- The school's safeguarding and child protection policies apply fully during ECAs

## **9. Parental Communication**

Parents are informed of:

- The ECA programme structure and purpose
- Weekly ECA schedules and club allocations
- Expectations regarding attendance and collection

Information is shared through newsletters, circulars and the school's communication platforms.

## **10. Monitoring and Evaluation**

- Participation and attendance are monitored regularly
- Pupil voice and feedback inform future provision
- The programme is reviewed termly to ensure balance, quality and impact

### **Attendance:**

Children should attend activities each week unless they are absent from school.

If, due to exceptional circumstances, a child will miss out on a session, parents should ensure the activity leader is informed or the child's form/class teacher who can pass the message on.

### **Getting to school led activities**

In secondary, children need to go directly to their activity after class and ensure they are on time and ready for learning at the start of each activity. In primary, the club leaders expected to meet their group in the Quad area at the end of the school day.

### **Pick up from school led activities:**

At CES, children should be picked up promptly at the designated area, after the club ends. The designated area is the Quad area.

### **Late pick up:**

Students will remain in the care of the school until they are collected by a family member.

If late pick up, without there being exceptional circumstances, becomes a regular occurrence, then the child's place in the club will be at risk.

Staff members have their own personal commitments outside of work. It is therefore imperative that collection times are strictly adhered to.

### **Cancelled sessions of activities:**

If a staff member cannot run an activity due to illness or other exceptional circumstances, the school will aim to have the activity covered by another member of staff. If there is not a staff member available to cover the activity, parents and students will be informed and asked to pick up their child at the normal time.

**Behaviour when attending activities:**

Children are expected to behave in an appropriate manner when attending activities. Parents will be informed of any inappropriate behavior with the child receiving a warning regarding future conduct.

In exceptional circumstances of repetitive inappropriate behavior, school reserves the right to request that the child no longer attends activities, either for a set time or for the remaining sessions.

**Ongoing medical conditions and children who require medication**

If a child has an ongoing medical condition or requires any medication, they must disclose the medical condition and medication to the activity leader.

**Complaints**

If any child or parent has a complaint about the way a club is run. They must follow the Complaints procedure outlined in the Complaints Policy. SLT, along with MLT will quality check clubs to ensure that standards within these clubs are high and that children are learning and engaging in the activities. Support will be provided, if needed.