

ECAs

Extracurricular Activities (ECAs) are school-sanctioned programs that provide students with a variety of enrichment opportunities beyond the classroom. They may include sports, arts, academic clubs, and specialised interest activities. While most ECAs are free, some offered by external providers may involve a fee.

Objectives

The primary goals of the ECA program are:

- To promote the holistic development of students by providing activities that foster their talents and interests.
- To facilitate social interactions and teamwork among students from different grades.
- To extend learning opportunities in a safe, structured environment.

ECA Providers

- **School Staff:** Teachers are required to offer one ECA per term. Senior leadership is expected to contribute one activity for one term annually, while Early Years Foundation Stage (EYFS) teachers are exempt due to their high level of classroom contact time.
- **External Providers:** In addition to teaching staff, external providers deliver specialised activities that reflect the school's environmental focus and strong sense of community. This aligns with the school's aim of offering hands-on learning experiences, such as in the hydroponics greenhouse or sports facilities.

Student-Staff Ratio

Each school-led ECA will accommodate a maximum of 20 students per teacher. In cases of high demand, additional support may be provided. External providers must adhere to their own ratios but within the school's established guidelines.

Schedule and Duration

- ECAs run from **2:45 PM to 3:30 PM** on Tuesdays and Thursdays for school-provided activities. Monday and Wednesday slots are reserved for activities led by external providers.
- The ECA program typically begins two weeks into the term and concludes two weeks before the term ends. A break for staff well-being is scheduled mid-term.

Student Eligibility

- ECAs are available for students from **Year 1 and above**. Some activities may have limited enrollment or be available by invitation only.
- External ECAs may have specific eligibility criteria, such as age requirements.

Application Process

Parents will be notified of available ECAs five days before registration opens on the parent portal. Enrollment is on a first-come, first-served basis, and confirmed via the school's *Engage* system.

Cancellation and Changes

- **Cancellation:** Parents wishing to cancel an ECA must email the ECA coordinator at the provided email addresses.
- **Changing ECAs:** Students may request to switch ECAs if there is availability in the desired activity. The process must be confirmed by the relevant teachers and updated by the ECA coordinator.

Absence Policy

- **Student Absence:** Parents should notify the school if a student will be absent from an ECA by emailing ECAhelp@ahbs.ae before 12 PM on the day of absence.
- **Staff Absence:** Staff unable to lead an ECA should inform the ECA coordinator at the start of the day to arrange cover.

Procedures for ECAs

- **End of School Day:** Students participating in ECAs will be escorted to designated meeting points by their class teachers.
- **Start of ECA:** Teachers will take a register of attendance within 10 minutes of the activity's start time. External providers will have their registers managed by the ECA coordinator or PE team.
- **End of ECA:** Students must be collected by their parents/guardians from the designated pick-up point by 3:45 PM. Any student remaining after this time will be taken to reception for late collection.

Late Collection Policy

Students not collected on time twice in one term will receive a warning. A third late collection may result in exclusion from ECAs for the following term.

Accident Management

Minor injuries during ECAs will be handled by sending the student to the nurse's station, accompanied by another student. Major incidents will be escalated according to school procedures.

SEN Support

Students with special educational needs (SEN) are fully integrated into the ECA program. If a shadow teacher is required during school hours, this may also apply to ECAs, based on prior discussions with parents and the inclusion team. Support aligns with Aspen Heights' commitment to personalised learning, ensuring all students, including those with special educational needs, thrive in ECAs.

Relationship Policy

The school's general relationship policy extends to ECAs. Teachers should apply restorative practices and, if needed, refer unresolved behaviour issues to the ECA coordinator.

Review date: 2025