



Home of Irresistible Learning

Dubai English Speaking School

Extra-Curricular Activities (ECA) Policy

Subject to change at short notice



Written by

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Last Review

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Aim

At DESS we value our ECA provision and see it as a vital part of the learning experiences we offer to the children. We aim to provide an extensive range of opportunities for the children to choose from, which follows their interests and passions. We recognise the importance of ECAs in providing children with new skills, interests and social opportunities.

Introduction

DESS has adopted an ECA management system called SchoolsBuddy. This system allows ECA options to be published to parents and for parents to make preference-based selections for their children. This can be done via an App (downloadable from the App Store for Apple or Android devices).

The ECA Co-ordinator will collate and enter all ECA options in to the SchoolsBuddy System on a termly basis. The system will open, for parents to make their preference-based choices, for a minimum of 48 hours. Once parents have made their preference-based choices, the system will close to parents and auto-allocate ECA places on a random basis. Parents will receive an email confirming which ECAs their child has been allocated, directly from the SchoolsBuddy System. The App will give parents access to an ECA "Diary" so that they are aware of their child's ECA timetable. An ECA Waiting List of students, will be kept by the ECA Co-ordinator.

Expectations

- Year Group Leaders and the Inclusion Champion are expected to run 2 ECAs per year.
- Core Subject Leaders are expected to run 2 ECAs per year, one of which must be subject related.
- Other Subject Leaders are expected to run 1 ECA each per term as a part of their specialist role.
- Class teachers are expected to run 1 ECA per term.
- Support teachers from Learning Zone are expected to run 1 ECA per term.
- Learning Support Assistants are welcome to run or support an ECA if they wish.
- Booster / Extension classes after school are classed as an ECA.
- ECA Leaders are encouraged to run clubs which pertain to their own skill-set and ensure that the sessions are an enjoyable part of the DESS School day for both Leader and students.
- All ECAs should have a minimum of 5 students, or the teacher will be allocated another ECA to support.
- ECA Leaders should ensure that each session is planned as an activity and that the experience for the children is engaging.
- If a member of staff knows in advance that they are going to be absent from school on the day of their activity (e.g. on a course), cover will be provided by the Phase / Year Leaders and/or SLT. The teacher who is going to be absent must organise this and let the ECA Co-ordinator know.
- If a member of staff is sick on the day of their ECA, they must inform their Line Manager that they have an ECA that day so that cover can be provided by the Phase/Year Leaders or SLT.
- Year Group Leaders & SLT will cover during staff absence.
- Cancellation of an ECA will only happen as a last resort.

Overview of System - (subject to change)

- ECAs are available to all children from Year 1 to Year 6 from Term 1. Some External Providers (fee paying) allow participation from FS2.
- ECAs are available to all children from Year 1 to Year 6 from Term 2. Some External Providers (fee paying) allow participation from FS2.
- Children from FS2 - Y2 will remain in their classrooms and will be taken to their ECA by a member of staff, to be registered.
- Teacher: Pupil Ratio 1:25. Groups over this size will require a second adult.
- Year 3 - Year 6 children can walk independently to their ECA to register.

- Internal ECAs commence at 14:45 until 15:30 (Friday times vary).
- External ECAs commence at 14.45 until 15.45 (Friday times vary).
- Children should be active for the duration of their activity and work should be progressive
- Any equipment needed for an activity must be organised in advance. If PE equipment is needed, please see a member of the PE team well in advance of your activity beginning. All equipment must be returned by the activity teacher to the correct areas after the activity each week.
- If funding is required for an activity, this must be approved by the ECA Co-ordinator in advance and published on the SchoolsBuddy System.
- ECA Leaders will be responsible for taking the online Register on the SchoolsBuddy system by 14:50. The ECA Leader should register all students in attendance as “Yes” and “No” if they are not present. The ECA Coordinator and Reception team will follow up on the students marked “No”, (Absences from iSAMS, absences agreed in advance with parent or student attending a Fixture).
- ECA Leaders should not add or remove students from the ECA Register. This must be discussed with the ECA Co-ordinator who will make the necessary changes.
- ECA Leaders must remain with the children until they are collected by their responsible adult.
- If children have not been collected by 15:40, they should be taken to the Reception, where the parent will be contacted.

Absence from ECAs

- After the registers have been taken by the ECA Leader (by 14:50) the ECA Co-ordinator and Reception Staff will check the registers and call the parents of any children who are unaccounted for.
- Parents should always notify the ECA Co-ordinator or Reception staff if their child is not attending an ECA for any reason as this will avoid time spent searching for children who have a valid reason for absence.
- Children who miss 3 consecutive ECA sessions will be removed from the ECA Register the place will be offered to another child on the Waiting List. (This does not apply to children at a DESS Fixture).

Inclusivity

DESS is committed to ensuring every child has equal access to learning and the curriculum, at a level that meets their individual needs, alongside peers of the appropriate age. As an inclusive school, we adapt our provision to meet individual needs, including the content of this policy.

Contact Details for all Enquiries

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