

# Cranleigh Abu Dhabi

## Co-Curricular, Trips and Events Policy

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## Table of Contents

Introduction .....	2
Vision .....	2
Scope of Provision.....	2
Staffing .....	2
Inclusion and Access of Provision.....	3
Co-Curricular Activities .....	3
Responsibilities and Expectations .....	4
School Responsibilities .....	4
Parental Responsibilities .....	4
Activity Protocols .....	4
Scheduling and Planning.....	4
Paid Activities .....	5
Online CCAs .....	5
Animals.....	5
Safety Measures.....	5
Records and Documentation .....	7
Monitoring and Feedback .....	7
School Trips .....	7
Approval.....	8
Planning.....	8
Trip Ratios.....	8
Safety Measures.....	8
Loco Parentis .....	9
Local, Residential and Overseas Trips .....	9
Residential and Overseas Trips .....	9
Overseas Trips .....	9
Student Behaviour & Attendance .....	10
Emergency Procedures .....	10
Post-Trip Feedback.....	10
School Events .....	11
Event Protocol .....	11
Graduation Ceremonies .....	11
Exchange Programmes.....	11
School Transport.....	11

## Introduction

This policy outlines Cranleigh Abu Dhabi's approach to delivering safe, inclusive, and enriching co-curricular activities (CCAs), in alignment with ADEK guidelines. Our goal is to ensure students have diverse opportunities to develop skills, confidence, and interests beyond the classroom, in a manner that prioritises their health, wellbeing and safety.

## Vision

To offer a comprehensive, diverse programme of activities that complements academic learning while nurturing creativity, leadership, and teamwork. Cranleigh Abu Dhabi is committed to fostering an environment where students grow into well-rounded individuals, ready to thrive academically and personally.

## Scope of Provision

This policy applies to:

- All on-site and off-site CCAs
- Paid and free activities
- Activities led by school staff, students or external providers
- All local, residential and overseas educational trips
- School-organised events including competitions, performances, sports fixtures, enrichment weeks, guest speakers, workshops and graduation ceremonies
- Virtual activities delivered on approved digital platforms

## Staffing

The Director of Co-Curricular acts as the ADEK-appointed CCA Coordinator and is responsible for:

- Strategic oversight of all CCAs, trips and events
- Submission of activities, trips and events for ADEK approval
- Appointment and oversight of CCA Leaders and Trip Leaders
- Ensuring risk assessments and emergency plans are completed
- Ensuring parental consent is obtained and securely stored
- Coordinating communication with parents
- Ensuring compliance with safeguarding and student protection policies
- Maintaining statutory records and attendance

The CCA and Trip Leader:

- Must be suitably qualified and experienced
- Must comply with safeguarding, health and safety and professional codes of conduct
- Are responsible for day-to-day supervision, welfare, behaviour management and incident reporting

- Act in loco parentis at all times

## Inclusion and Access of Provision

- Activities are designed to accommodate all students
- Reasonable adjustments are made for students with additional learning needs
- Alternative roles within activities are offered where specific tasks are not suitable
- Risk assessments and emergency planning reflect individual student needs

## Contact Information

- Please see [here](#) our CCA VLE page with guidance for all our CCAs, trips and events.
- The Director of Co-Curricular Activities – [CCA@Cranleigh.ae](mailto:CCA@Cranleigh.ae)
- The CCA Administrator – [CCA@Cranleigh.ae](mailto:CCA@Cranleigh.ae)

## Co-Curricular Activities

### Recommended CCAs

Year Group	Amount of CCAs & Rationale
Nursery FS1	No CCAs available in Term 1 due to their age and length of the school day. From Term 2 CCAs will be introduced. The maximum number of CCAs will for Term 2 and Term 3 is 1 per child per week.
FS2	The CCA programme runs after school on Monday to Thursday, 15:00 - 16:00 with externally provided paid activities on offer. The maximum number of CCAs is 2 per child per week.
Y1 & Y2	The CCA programme runs after school on Monday to Thursday, 15:00 - 16:00 with a broad range of internally provided clubs available, as well as external paid activities. The maximum number of CCAs is 3 per child per week.
Y3	The transition into Prep School and the longer school day may be challenging for some pupils. In Term 1 we encourage participation in 1 CCAs per week. From Term 2, we recommend 1 or 2 CCAs a week.
Y4	The pupils transitioning from Year 3 may need a term to adjust to the new subjects and changes and therefore we encourage pupils to participate in 2 CCAs per week.
Y5	The pupils transitioning from Y4 may need a term to adjust to the new subjects and changes. Therefore, we recommend between 2 and 3 CCAs per week.
Y6 - Y10	To enable pupils to develop a good range of skills through a variety of

	activities we encourage pupils to participate in 3 CCAs per week.
Y11 - Y13	Their portfolio should be quite full by this stage and pupils should allocate additional time to their studies during examination years. Students are encouraged to take part in CCAs and decide how many for themselves.

## Responsibilities and Expectations

### School Responsibilities

- **Planning and Safety:** The school ensures that all activities are safe and align with cultural, moral, and social standards.
- **Supervision:** Adequate adult supervision is provided for all activities, both on-site and off-site.
- **Parental Communication:** Parents are informed of all activity details, including schedules, requirements, and any associated costs.
- **Inclusion:** Activities are designed to accommodate all students, with necessary adjustments for those with additional learning needs. Alternative roles within activities are offered if specific tasks are not suitable for some students.

### Parental Responsibilities

- Parents must provide signed consent for their child's participation in activities, including offsite events.
- Parents who sign their child up for, or they are invited to join, a termly CCA on SOCS, they are providing consent for their participation and are confirming that all medical and emergency contact information held by the school is accurate and up to date.
- Parents are encouraged to discuss their child's interests and attendance with tutors or CCA leaders.

## Activity Protocols

## Scheduling and Planning

- SOCS is the sign up platform. A SOCS guide for parents can be found [here](#). How to activate your account, how to use SOCS, how to set your child's preferences and updating your password.
- Activities are scheduled to balance academic commitments and personal development opportunities.
- A mixture of free and paid activities are available, with provisions to ensure accessibility for all families.
- Activities are not assigned on a first come, first served basis to ensure a fairer approach.
- Where possible we aim to offer students their first choice. Due to the popularity of some CCAs this is not possible and therefore, students will then be allocated one of their other choices.
- If your child has already been registered for an invite only CCA and you do not want them to attend, please email [CCA@Cranleigh.ae](mailto:CCA@Cranleigh.ae).

## Paid Activities

- If you enroll in external CCAs, your email address will be shared with the respective provider. They will then be in touch via email with you directly to make the payment to the company.
- Please note, all external CCAs must be paid for in advance of the CCA starting. If the payment isn't made your child will be removed for the term.
- If you sign up for different company CCAs they you will need to make separate transactions to the respective provider.

## Online CCAs

All online CCAs comply with the ADEK School Digital Policy. A school staff member must be present when activities are delivered by parents or external providers and all platforms are risk assessed, safeguarding compliant and approved by school leadership.

## Animals

When animals are involved in CCAs or events:

- A specific risk assessment is completed.
- Veterinary health documentation must be supplied.
- Animals will be kept separate from students when not directly involved.
- A member of the School Wellbeing Committee will supervise the animal area at all times.
- Hygiene and safety standards will be maintained throughout.

## Safety Measures

- Activities are conducted in compliance with ADEK's supervision ratios and the school secures necessary approvals from ADEK for activities such as offsite activities and paid activities.
- Risk assessments and emergency plans are in place for activities.

- Administrative approvals: The school obtains administrative clearance for external visitors to access the school premises. Including parents who will interact with students through awareness sessions, seminars and/or workshops and external service providers that will conduct activities inside the school, either physically or virtual.
- Should the weather be unsuitable for outdoor activities, pupils will be required to remain in school and be allocated a shaded area or a classroom where they will be supervised. We monitor this daily as the weather at this time of year is inconsistent. Parents will be notified of this via email. If this occurs pick up for Year 3 – Year 6 will be communicated in the email and Year 7 and above will be dismissed as normal for collection. Should you wish to collect your child at 15:40 please let both their class and CCA teacher know.
- If your child has an offsite CCA you will be required to complete a permission form.
- Cultural Sensitivity - All topics discussed during debates, public speaking, performances, course materials, and media content used during CCAs and events must be in alignment with the cultural and religious norms, practices, values, and traditions of the UAE.

## Drop-Off and Collection

### Pre-Prep

- Pick up - If your child has a CCA you should collect them at 16:00 from the pick up location. Map of Pre-Prep can be found [here](#).
- Changing for CCAs - If your child has a CCA which requires them to change into PE kit, please send this in a bag and they can change at the end of the school day.

### Prep School

- Drop off - For morning CCAs please drop your child at East Gate or at Senior School Drop off point.
- Pick up - Years 3 - 6 should be collected from the CCA location. A map of the locations can be found [here](#). The child is directly handed over to the adult by the teacher. Years 7 and Year 8 should be collected from the location you have arranged with your child. If your child has been allocated to an offsite CCA they should be picked up from outside the Sixth Form building.
- Changing – Students should attend school in uniform (or PE kit on PE days) and change into their PE kit for Sports
- CCAs. If your child has a morning CCA that requires PE kit, they should arrive at school in their PE kit and bring their uniform to change afterwards. If this falls on a PE day, children can remain in sports kit for the day.

### Senior School

- Drop off - For morning CCAs please drop your child at the Senior School Drop off point.
- Pick up - Students should be collected from the location you have arranged with your child. If your child has been allocated to an offsite CCA they should be picked up from outside the Sixth Form building.
- Changing - For morning CCAs please drop your child at East Gate or at Senior School drop off point. If your child has a morning CCA that requires PE kit, they should arrive at school in their PE kit and bring their uniform to change afterwards. For CCAs that require PE kit after school, your child will have the opportunity to change before their CCA begins. Senior School students are required to be in uniform at all times, unless participating in PE or a CCA.

## Student-Led CCAs

Students have the opportunity to create their own Co-Curricular Activities (CCAs). This initiative encourages the development of skills such as creativity, problem-solving, leadership, and entrepreneurship. To propose a new after-school club, students should complete the form in tutor time with a clear plan outlining the objectives, goals, and a teacher who will mentor and support them in the relevant area. The CCA committee will then review the proposal and decide whether the CCA can move forward.

### **External Provider CCAs**

If a child is signed up for an CCA with an external provider the parents email addresses will be shared in order to register and collect payment.

### **Absence**

If your child is absent or needs to leave early and will not attend their CCA, please ensure you email the teacher in charge first thing in the morning.

### **Donations, Fundraising and Charitable Collections**

- Any donations collected during CCAs or events must comply with Federal Decree Law No. (3) of 2021 (Regulating Donations).
- Schools will seek approval from the relevant authorities prior to any fundraising.
- 100% of collected funds will be used strictly for their stated charitable purpose.

### **Records and Documentation**

- The school maintains records of participant lists, parental consent forms, risk assessments, and incident reports.
- Parents may request access to relevant documentation for activities involving their child.

### **Monitoring and Feedback**

- Cranleigh is committed to continuous improvement. Parents are encouraged to share feedback on activities to help us refine and enhance the program. Termly feedback review forms are sent in the newsletter.
- Parents are invited for CCA open door week. This will take place during the last 20 minutes of the child's CCA in the last week of CCAs during each term.

## **School Trips**

### **Approval**

All trips are approved by ADEK and the school. Participation also requires signed consent forms, which include medical details and emergency contact information.

## Planning

Parents will receive detailed trip plans well in advance, including:

- Objectives and itinerary.
- Costs and payment details.
- The type and objective of the trip
- Schedule and location
- Transportation arrangements and travel plans
- Costs (if applicable)

## Trip Ratios

The following staff to student ratios are adhered to when taking school trips:

Year Group	Ratio
FS1 – Year 2	1:6
Year 3 – Year 7	1:10
Year 8 – Year 13	1:15
Overseas	1:8

There are always a minimum of 2 adults (of which 1 is female, if there are female students), regardless of the number of students.

## Safety Measures

- Risk Assessments - Thorough assessments are conducted for all trips, covering transportation, activities, and emergency planning.
- First Aid - Qualified first-aid staff and kits are present on every trip.
- Supervision - Adequate adult supervision is maintained at all times, in compliance with ADEK ratios.
- Water Activities:
  - Life jackets and sun protection are mandatory for water-based trips in the ocean or the sea.
  - When visiting a swimming pool, the requirement to wear a life jacket shall be based on parental consent.
  - Students should wear coloured high-visibility jacket/tshirt bearing the school's name while doing activities near beaches.
- Extreme Activities - Extreme sports and games are to be avoided such as but not limited to sand/dune bashing, quad biking, open ocean surfing and jet skiing.

## Loco Parentis

Throughout the trips, our dedicated team of teachers will be acting in loco parentis, taking full responsibility for the welfare and safety of your child. It is essential that our staff are recognised as the primary guardians, with the authority to manage any situations that may arise. Parents are asked not to book accommodation near to the students and the school trip. This arrangement ensures that our team can maintain clear oversight and that students can fully engage with the planned activities in a safe and structured environment.

## Local Trips

- Consent Forms - Provide accurate medical information and emergency contacts.
- Payments - Ensure timely payment for trip costs as outlined in the trip letter.
- Payments - Trip costs are determined by the number of students participating. Therefore, trip payments are non-refundable and are secured for that specific trip and cannot be transferred.
- Preparation - Assist students in adhering to trip requirements, such as appropriate clothing and supplies.
- Educational Compensation for Missed Lessons - Where a trip occurs during timetabled learning where applicable the school will provide structured independent learning materials.
- The school is committed to ensuring the safety, wellbeing, and inclusion of students with pre-existing medical conditions during educational trips. To enable appropriate planning and support, parents must confirm their child's medical needs and provide a signed medical note on official headed paper from a qualified healthcare professional. The medical note must confirm that the student is fit to attend the trip and participate in the planned activities. It must also clearly detail any medication requirements, instructions for administration, and any medical considerations or reasonable adjustments the school should be aware of to support the student during the trip. Failure to provide the required medical documentation by the specified deadline may result in the student being unable to attend the trip, as the school must ensure it can meet its duty of care.

## Residential Trips

- Consent Forms - Provide accurate medical information and emergency contacts.
- Payments - Ensure timely payment for trip costs as outlined in the trip letter.
- Payments - Trip costs are determined by the number of students participating. Therefore, trip payments are non-refundable and are secured for that specific trip and cannot be transferred.
- Preparation - Assist students in adhering to trip requirements, such as appropriate clothing and supplies.
- Educational Compensation for Missed Lessons - Where a trip occurs during timetabled learning where applicable the school will provide structured independent learning materials.
- Code of Conduct Form – Parents should go through and sign the code of conduct form with their child for residential trips.

- Communication - A WhatsApp broadcast only group will be established to facilitate communication during the trips. Teachers will provide updates at appropriate intervals throughout the day. However, please be aware that it may not be feasible to respond to individual messages unless they pertain to emergency situations. Our primary focus is on ensuring that the students have a remarkable experience while prioritising their safety and well-being.
- Staying Away from Home - We are aware that it is sometimes not easy for students to stay away from their parents. We strongly encourage you to discuss the potential trips with your child beforehand, particularly if the chosen option involves an overnight stay away from home. It is essential to ensure that your child feels comfortable and confident about this experience. Open dialogue will help them prepare emotionally and mentally, making the trip more enjoyable.
- The school is committed to ensuring the safety, wellbeing, and inclusion of students with pre-existing medical conditions during educational trips. To enable appropriate planning and support, parents must confirm their child's medical needs and provide a signed medical note on official headed paper from a qualified healthcare professional. The medical note must confirm that the student is fit to attend the trip and participate in the planned activities. It must also clearly detail any medication requirements, instructions for administration, and any medical considerations or reasonable adjustments the school should be aware of to support the student during the trip. Failure to provide the required medical documentation by the specified deadline may result in the student being unable to attend the trip, as the school must ensure it can meet its duty of care.

## Overseas Trips

- Consent Forms - Provide accurate medical information and emergency contacts.
- Payments - Ensure timely payment for trip costs as outlined in the trip letter.
- Payments - Trip costs are determined by the number of students participating. Therefore, trip payments are non-refundable and are secured for that specific trip and cannot be transferred.
- Preparation - Assist students in adhering to trip requirements, such as appropriate clothing and supplies.
- Educational Compensation for Missed Lessons - Where a trip occurs during timetabled learning where applicable the school will provide structured independent learning materials.
- Code of Conduct Form – Parents should go through and sign the code of conduct form with their child for residential trips.
- Communication: A WhatsApp broadcast only group will be established to facilitate communication during the trips. Teachers will provide updates at appropriate intervals throughout the day. However, please be aware that it may not be feasible to respond to individual messages unless they pertain to emergency situations. Our primary focus is on ensuring that the students have a remarkable experience while prioritising their safety and well-being.
- Staying Away from Home: We are aware that it is sometimes not easy for students to stay away from their parents. We strongly encourage you to discuss the potential trips with your child beforehand, particularly if the chosen option involves an overnight stay away from home. It is essential to ensure that your child feels comfortable and confident about this experience. Open dialogue will help them prepare emotionally and mentally, making the trip more enjoyable.

- Destination Selection - are chosen from the list of secure countries mentioned on the website of the UAE Ministry of Foreign Affairs.
- Travel Insurance - Comprehensive insurance is required for all participants. This is essential to ensure coverage in case of emergencies or unexpected incidents during the trip.
- For trips where the school provides travel insurance, please ensure you have read and understood the travel insurance policy within each trip. All insurance policies do not include pre-existing medical conditions. It is the parents' responsibility to ensure you purchase additional insurance to cover this. this does not include pre-existing medical conditions.
- The school is committed to ensuring the safety, wellbeing, and inclusion of students with pre-existing medical conditions during educational trips. To enable appropriate planning and support, parents must confirm their child's medical needs and provide a signed medical note on official headed paper from a qualified healthcare professional. The medical note must confirm that the student is fit to attend the trip and participate in the planned activities. It must also clearly detail any medication requirements, instructions for administration, and any medical considerations or reasonable adjustments the school should be aware of to support the student during the trip. Failure to provide the required medical documentation by the specified deadline may result in the student being unable to attend the trip, as the school must ensure it can meet its duty of care.
- For trips where the parent provides, it is the parents' responsibility to ensure you purchase insurance to cover the activities the students will take part in and pre-existing medical conditions.
- Visa - Students who require a visa will not be permitted to travel if the visa is not obtained prior to the departure date. It is the responsibility of parents to ensure that all necessary documentation, including visas are secured ahead of time. Should you require any supporting documents, do not hesitate to contact [cca@cranleigh.ae](mailto:cca@cranleigh.ae).
- Passport - Please ensure the validity of your child's passport complies with the entry requirements of the destination country and is accepted by the airline.
- Twajudi - All UAE Nationals must apply [here](#) on the Twajudi site to travel with the school. Please note, this is an ADEK requirement.
- Cultural Sensitivity - Students are briefed on cultural norms, dress codes, and behavioral expectations.
- There are to be no deviations from the trip itinerary, this includes parents or relatives meeting the party and taking their child off the trip for a period of time.
- Parent Briefing - A pre-trip meeting is held to review:
  - Travel and accommodation details.
  - Safety measures and emergency contacts.
  - Packing lists and health requirements.

## **Student Behaviour & Attendance**

The school reserves the right to withdraw a student from the trip due to concerns relating to behaviour, attendance, or punctuality. This also extends to any health and safety or safeguarding concerns where the school deems the risk of the student attending the trip to be too great either to themselves or to others. We view this as a two-way partnership and will ensure that, where possible, parents are kept

informed throughout the year via meetings and regular communication, allowing students the opportunity to make improvements where necessary. The school behaviour policy is adhered to at all times throughout trips.

## **Emergency Procedures**

Immediate Action - In case of an incident, staff will:

- o Ensure all students are safe.
- o Accompany any injured students to medical facilities.
- o Contact parents and provide regular updates.

School Support - The school leadership team will also provide support during emergencies.

## **Post-Trip Feedback**

Parents are encouraged to share feedback on trips to help improve future experiences. Feedback forms are distributed at the end of Enrichment week via the newsletter.

## **School Events**

### **Event Protocol**

All school events follow these minimum standards:

- Defined eligibility criteria for participation
- Clear dress code guidance
- Behaviour expectations and sanctions for misconduct
- Formal risk assessment and emergency planning
- Compliance with minimum instructional hour requirements

### **Graduation Ceremonies**

Parents of students graduating will receive a formal invitation to attend the Year 13 Graduation. Each graduating student will receive two complimentary tickets, and a limited number of additional tickets are available at a subsidised cost.

## **Exchange Programmes**

Cranleigh Abu Dhabi may approve inbound and outbound exchange programmes in compliance with UAE residency and nationality regulations:

- Academic credit transfers will be formally recorded on completion.
- Parents bear all costs related to travel, visas and accommodation.

- A Student Exchange Coordinator will be appointed for all programmes.
- Outbound exchanges are exempt from standard supervision ratios.

## **School Transport**

- All transportation for CCAs and trips complies with the ADEK School Transportation Policy.
- The Integrated Transport Centre (ITC) is notified when students are transported using vehicles other than school buses.
- All supervising adults on transport are ADEK approved and have signed the Student Protection Policy.
- Travel plans include:
  - Prayer considerations where applicable
  - Adequate hydration and rest breaks
  - Weather impact and route risk assessment
- Driver fatigue prevention is implemented in line with OSHAD-SF Code of Practice 25.
- All vehicles must carry emergency and firefighting equipment in line with OSHAD-SF Code of Practice 4.