



مدرسة دلهي الخاصة ذ.م.م. DELHI PRIVATE SCHOOL L.L.C

AFTERSCHOOL ACTIVITIES POLICY

Safe, Inclusive and Purposeful Enrichment Beyond the School Day

1. Policy Statement

Delhi Private School LLC Ras Al Khaimah (DPS RAK) is committed to providing safe, inclusive and purposeful after-school activities (Academics & Sports) that extend learning beyond the regular school day. The programme supports students' physical, social, emotional, creative and leadership development while maintaining high standards of safeguarding, supervision, conduct and accountability.

2. Purpose

This policy establishes consistent procedures for planning, approving, delivering and monitoring after-school activities. It aims to:

- Provide high-quality enrichment opportunities aligned with the school's values and educational goals;
- Protect students through clear safeguarding, health, safety and supervision arrangements;
- Define the responsibilities of students, parents, staff, coaches and school leaders;
- Ensure fair access, transparent registration and consistent communication; and
- Support continuous improvement through attendance, feedback and programme evaluation.

3. Scope and Eligibility

This policy applies to all sports, performing arts, creative, academic, wellbeing, leadership and enrichment activities conducted on the school premises or at an approved external venue after normal school hours.

- Participation is restricted to students who are currently enrolled at DPS RAK.
- DPS RAK staff or school-approved external providers may deliver activities under school oversight.
- Separate event-specific procedures may also govern one-off fixtures, competitions, educational visits and school-team training.

4. Programme Approval and Activity Standards

- Approval from the regulatory board will be obtained before rolling out the activities
- The Principal must approve every activity before it is advertised or commenced.
- The activity proposal must identify its purpose, target age group, schedule, venue, capacity, staffing, equipment, fee (if applicable), learning or development outcomes and safety arrangements.
- Activities must be age-appropriate, inclusive, suitably resourced and consistent with school values, UAE requirements and applicable school policies.

- Student numbers must not exceed the safe capacity of the venue or the supervision arrangements approved by the school.
- The school may modify, postpone, combine or discontinue an activity because of low enrolment, staffing, facilities, safety, weather or operational requirements.

5. Registration, Consent and Admission

- Registration must be completed through the school's authorised process within the stated deadline.
- A parent or legal guardian must provide consent, emergency contact details, relevant medical information and any required declarations before participation.
- Places may be allocated according to age suitability, available capacity, registration completion and activity-specific requirements. Registration does not guarantee a place until confirmed by the school.
- Where demand exceeds capacity, the school may use a waiting list or another fair allocation method.
- Students may not change activities, attend on a trial basis or join an unregistered session without prior approval.
- The school reserves the right to decline or withdraw participation when essential information is withheld or when safe participation cannot reasonably be ensured.

6. Attendance and Punctuality

- Students must report punctually to the designated assembly or activity area and remain with the assigned activity leader.
- Attendance must be recorded at the beginning of every session and checked again when necessary, including before dismissal or transport handover.
- Parents should notify the school or activity leader through an authorised channel when a student will be absent.
- A student who is absent from school due to illness or disciplinary suspension should not attend an after-school activity on the same day unless authorised by school leadership.
- Repeated unexplained absence, persistent lateness or irregular attendance may result in a review of the student's place after communication with the parent.

7. Safeguarding and Supervision

- Students must be supervised by authorised DPS RAK staff or approved coaches from handover at the end of the school day until dismissal to an authorised adult or approved transport arrangement.
- Activity leaders must maintain appropriate professional boundaries and follow the school's safeguarding and child-protection procedures at all times.
- No student may be left unsupervised in an activity area, changing area or collection point.
- Personal messaging accounts must not be used for direct staff-to-student communication. Communication must take place through approved school channels and, where appropriate, include parents.
- Photography, video recording and publication must follow school consent and media-use procedures.

- Any safeguarding concern, disclosure or suspected misconduct must be reported immediately through the school's designated safeguarding procedure.

8. Health, Safety and Emergency Procedures

- A suitable risk assessment must be completed and reviewed for each activity and venue before sessions begin.
- Facilities and equipment must be checked before use. Remove unsafe equipment or areas from use and report them promptly.
- First-aid provision, emergency contact access and procedures for summoning additional assistance must be confirmed for every session.
- Parents must disclose allergies, medical conditions, injuries, medication requirements and any limitations that may affect safe participation and must update the school when circumstances change.
- Medication may be held or administered only in accordance with the school's medical procedures and documented authorisation.
- In an emergency, the school may provide first aid, contact emergency services and take reasonable steps to protect the student. Parents will be informed as soon as practicable.
- Accidents, injuries, near misses and significant incidents must be documented and reported to the designated school authority.

9. Weather and Environmental Conditions

Outdoor activities will be adjusted, relocated, postponed or cancelled when heat, humidity, air quality, rain, lightning or other environmental conditions may place students at risk. Decisions will follow applicable UAE guidance and school health-and-safety procedures. Students must have suitable clothing, footwear and hydration for the activity.

10. Student Conduct and Participation Expectations

The DPS RAK Student Code of Conduct applies throughout all after-school activities. Students are expected to:

- Show respect, responsibility, cooperation, fairness and good sportsmanship;
- Follow safety instructions and use facilities and equipment responsibly;
- Wear the required uniform, sportswear or protective equipment;
- Participating positively without bullying, harassment, intimidation or unsafe behaviour; and
- Protect the reputation, property and values of the school.

Concerns will be addressed proportionately and in line with school procedures. Actions may include a verbal reminder, parent communication, behaviour support, temporary suspension or withdrawal from the activity. Immediate removal may occur when behaviour creates a serious safety or safeguarding risk. Where practical, the student and parent will be informed of the reason and next steps.

11. Inclusion and Students of Determination

DPS RAK will seek to provide equitable access and reasonable support so that students of determination and students with additional needs can participate safely and meaningfully. Parents should share relevant information during registration. Adjustments will be considered

collaboratively, taking account of the student's needs, activity demands, available resources, professional advice and safety. Where full participation is not safely achievable, the school will discuss suitable alternatives with the family.

12. Arrival, Handover and Dismissal

- The school will communicate the designated reporting points, session time and collection point for each activity.
- Students must not leave the activity area without permission from the activity leader.
- Students will be released only to an authorised adult, approved school transport or an independently departing arrangement formally approved by the parent and school.
- Parents must collect students punctually. Any change in collector must be communicated through the authorised process and may require identity verification.
- Late collection will be recorded. Repeated late collection may result in a meeting, additional arrangements or withdrawal of the student's place.
- In the event of an uncollected student, the activity leader will follow the school's escalation and safeguarding procedure; the student must remain supervised.

13. Transport

Where after-school transport is provided, students and parents must follow the published route, timing, conduct and handover procedures. Transport availability is not guaranteed for every activity or location. Where transport is not provided or not selected, the parent remains responsible for timely collection. A student may not use a different bus, stop or travel arrangement without prior authorisation.

14. Fees, Refunds and Cancellations

- Any fee, payment deadline and included resources will be communicated before registration is confirmed.
- Payment must be made through the school's approved payment method. Activity leaders and coaches must not collect informal cash payments unless specifically authorised.
- Student absence does not normally qualify for a refund or replacement session.
- If the school or provider cancels a session, the school may offer a replacement session, credit or refund in accordance with the published programme terms.
- Refund requests arising from prolonged medical absence, withdrawal from school or other exceptional circumstances will be considered by the authorised school leader on submission of supporting information.
- Any non-refundable registration, uniform, equipment or provider cost must be clearly communicated in advance.

15. Roles and Responsibilities

School leadership will:

- Approve programmes, providers and major changes;
- Ensure alignment with school policies and applicable requirements;
- Provide oversight of safeguarding, health, safety and programme quality; and
- Review significant incidents, complaints and recommendations.

The After-School Activities Coordinator will:

- Prepare the programme schedule and coordinate registration, venues and communication;
- Confirm staffing, attendance systems, emergency arrangements and required documentation;
- Monitor delivery, attendance, incidents and parent or student feedback; and
- Maintain programme records and report to school leadership.

Activity leaders and coaches will:

- Deliver planned, age-appropriate and inclusive sessions;
- Take attendance, actively supervise students and manage safe dismissal;
- Inspect equipment and follow risk-control and emergency procedures;
- Report concerns, injuries, incidents and persistent attendance or behaviour issues promptly; and
- Communicate professionally through authorised channels.

Parents or guardians will:

- Provide accurate registration, medical and emergency information;
- Ensure punctual attendance and collection;
- Inform the school about absences, changes in health and collection arrangements;
- Provide required clothing, equipment, hydration and authorised medication; and
- Support the policy, activity expectations and respectful communication.

Students will:

- Attend punctually and participate responsibly;
- Follow staff instructions and safety rules;
- Respect others, facilities and equipment;
- Report injury, illness, bullying or safety concerns promptly; and
- Remain at the designated location until properly dismissed.

16. External Providers

- External providers must be approved through the school's due diligence process before delivering any activity.
- Coaches and instructors must hold qualifications and clearances appropriate to their role and comply with school safeguarding, conduct, confidentiality, safety and reporting requirements.
- The provider agreement must define responsibilities for staffing, insurance, equipment, attendance, communication, incidents, fees and termination.
- The school's policies and directions take precedence while activities are conducted under the DPS RAK programme.

17. Communication and Complaints

Schedules, changes, cancellations and official notices will be communicated through authorised school channels. Parents should direct routine queries first to the activity leader or After-School Activities Coordinator. Concerns that remain unresolved may be escalated through the school's

formal complaints procedure. Confidentiality will be respected, subject to safeguarding, safety and legal reporting obligations.

18. Records, Privacy and Confidentiality

The school will maintain necessary records, including registration, consent, medical alerts, attendance, dismissal, payment status, incident reports and programme evaluations. Personal information will be accessed only for legitimate educational, operational, safeguarding or safety purposes and handled according to applicable school privacy and records management procedures.

19. Monitoring and Evaluation

The After-School Activities Coordinator will review programme quality each term using appropriate evidence such as enrolment, attendance, retention, punctuality, incidents, student voice, parent feedback, staff observations and progress toward stated outcomes. Findings will inform continuation, improvement, staffing, scheduling and resource decisions.

20. Policy Review

This policy will be reviewed annually, or earlier if there is a significant incident, regulatory change, programme expansion or identified operational need. Amendments require approval from the Principal or designated school authority.

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