



PHILIPPINE-EMIRATES PRIVATE SCHOOL L.L.C.

Abu Dhabi, United Arab Emirates

EXTRA-CURRICULAR ACTIVITIES AND EVENTS POLICY

1. Purpose

Philippine Emirates Private School (PEPS) recognizes that learning extends beyond the classroom. The school is committed to providing a balanced educational experience through well-planned extra-curricular activities and school events that develop learners academically, socially, emotionally, physically, culturally, and morally.

This policy establishes the guidelines governing the planning, implementation, supervision, participation, health and safety, and evaluation of all extra-curricular activities and events conducted by the school. It aligns with the requirements of the Abu Dhabi Department of Education and Knowledge (ADEK) and supports the school's mission of developing responsible, competent, and globally competitive learners.

2. Scope

This policy applies to:

- All PEPS students
- School administrators
- Teaching and non-teaching staff
- Coaches and club advisers
- External service providers
- Parents and guardians
- Volunteers participating in school activities

It covers all activities conducted:

- Inside the school
- Outside the school
- During school hours
- After school
- Weekends
- Holidays
- Virtual activities organized by the school

3. Policy Statement

PEPS shall provide a comprehensive, inclusive, safe, and enriching Extra-Curricular Activities (ECA) Program that complements the formal curriculum and promotes the holistic development of every learner.



All activities shall:

- Support student learning and wellbeing.
- Promote leadership, citizenship, teamwork, creativity, and responsibility.
- Be inclusive and accessible to all learners whenever reasonably possible.
- Be planned and supervised by qualified personnel.
- Comply with ADEK regulations and all applicable UAE laws.
- Follow PEPS safeguarding, health and safety, and student behavior policies.
- Be conducted only after completing all required approvals, risk assessments, and parental consent requirements where applicable.

4. Objectives

The Extra-Curricular Activities Program aims to:

- ✓ Develop students' talents, interests, and abilities.
- ✓ Promote leadership and collaboration.
- ✓ Strengthen communication and social skills.
- ✓ Encourage creativity and innovation.
- ✓ Foster environmental and social responsibility.
- ✓ Promote physical fitness and healthy lifestyles.
- ✓ Enhance cultural awareness and appreciation.
- ✓ Develop confidence, discipline, and resilience.
- ✓ Build school spirit and positive relationships.
- ✓ Encourage lifelong learning.

5. Types of Extra-Curricular Activities

PEPS shall offer various school-based and community-based activities including, but not limited to:

A. School Clubs

Examples include:

- Debate Club
- English Club
- Filipino Club
- Arabic Club
- Mathematics Club
- Science Club
- Robotics Club
- ICT Club
- MAPEH Club
- Cultural Club



- Environmental Club
- Sports Clubs

B. Off-Campus Activities

These include:

- Educational Field Trips
- Museum Visits
- University Visits
- Community Service
- Environmental Programs
- Outreach Activities
- Competitions
- Educational Conferences
- Career Exposure Activities

All off-campus activities shall comply with PEPS safety procedures and ADEK requirements.

C. School Events

The school shall organize annual activities that enrich student learning and strengthen the school community.

The following activities are included in the PEPS Annual School Calendar:

- PIYESTA ng PEPS
- High School Night
- United Nations Day
- ADEK Games
- Grand Christmas Program and Party
- Educational Field Trip
- PEPS Color Clash
- PEPS Enviro Crusaders (Park Clean-up)
- MARRS Spelling Bee
- Math and Science Olympiad and Innovation Week
- Intramurals and Family Fun Day
- High School Promenade
- Language Week and Book Week

Additional activities may be approved by the School Principal.

6. Planning and Approval

All Extra-Curricular Activities shall:

- Be included in the Annual School Calendar whenever possible.



- Have clearly defined educational objectives.
- Be approved by the School Principal.
- Be coordinated through the Extra-curricular Activities Coordinator.
- Follow all applicable ADEK approval requirements before implementation, particularly for activities requiring external providers, off-campus travel, overnight stays, paid activities, or events held outside the school premises.

7. Health, Safety and Safeguarding

Student safety is the highest priority.

Before any activity, the school shall ensure:

- A documented Risk Assessment has been completed.
- Adequate supervision is provided.
- Emergency procedures are available.
- First aid arrangements are in place.
- Emergency contact information is available.
- Transportation arrangements comply with school safety standards.
- Students with medical conditions receive appropriate support.
- Activities comply with PEPS Health and Safety, Student Protection, and Safeguarding Policies.

8. Parental Consent

Parents or guardians shall be informed of activities requiring participation outside regular classroom instruction.

Written parental consent is required for:

- Off-campus activities
- Educational trips
- Competitions outside school
- Overnight activities
- Activities requiring transportation
- Activities involving external providers
- Photography or videography where applicable

No learner shall participate without the required consent where applicable.

9. Student Participation

Students are encouraged to participate actively in extra-curricular activities.

Participants are expected to:

- Demonstrate respect and good behavior.
- Follow school rules and safety instructions.
- Attend activities punctually.



- Wear the prescribed attire or uniform.
- Respect school property and facilities.
- Represent PEPS positively at all times.

Failure to comply with school expectations may result in disciplinary action consistent with the Student Behavior Policy.

10. Inclusion

PEPS is committed to providing equitable opportunities for participation.

Reasonable accommodations shall be provided, where appropriate, to enable students of diverse backgrounds and learning needs to participate safely and meaningfully.

No learner shall be excluded on the basis of nationality, religion, disability, gender, or socioeconomic status unless participation limitations are required for legitimate health or safety reasons.

11. Participation and Expectation

The school believes that participation in extracurricular activities is an important part of every student's holistic development. Therefore, all students are expected to actively participate in school-organized extracurricular activities, programs, events, and celebrations unless officially excused by the school administration for valid reasons.

Parents and guardians are expected to fully support their child's participation in all required school activities by encouraging attendance, ensuring punctuality, providing necessary materials or permissions, and cooperating with the school in the successful implementation of its programs.

Enrollment in the school signifies the commitment of both students and parents to comply with this policy and to work in partnership with the school in promoting the educational, social, cultural, athletic, and leadership development of every student.

12. Roles and Responsibilities

School Principal

- Approves all major activities.
- Ensures compliance with ADEK requirements.

Student Activities Coordinator

- Coordinates annual activities.
- Maintains schedules.
- Ensures documentation is complete.

Club Advisers and Teachers

- Supervise students.
- Implement approved activities.
- Monitor attendance and behavior.
- Report incidents.

HSE Officer

- Reviews risk assessments.



- Verifies emergency preparedness.
- Supports health and safety compliance.

Parents

- Provide consent where required.
- Support student participation.
- Inform the school of relevant medical conditions.

Students

- Participate responsibly.
- Follow school rules.
- Demonstrate positive citizenship.

13. Recognition

Students who actively participate and demonstrate exemplary commitment in extra-curricular activities may receive recognition through:

- Certificates
- Awards
- Leadership recognition
- House points
- School acknowledgements
- Other forms of recognition approved by the school

14. Record Keeping

The school shall maintain records including:

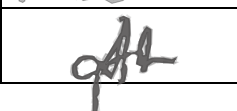
- Annual Activity Calendar
- Activity Proposals
- Risk Assessments
- Parent Consent Forms
- Attendance Records
- Incident Reports (if any)
- Evaluation Reports
- Photographic Documentation where permitted

15. Policy Review

This policy shall be reviewed annually or earlier whenever new ADEK regulations, UAE legislation, or school operational requirements necessitate revisions.





16. Document Review and Approval				
Function	Name	Designation	Date	Signature
Final Approval	Jeselle E. Fidelino	School Principal	August 2024	
Noted by:	Bernardo T. Cinco	COO	August 2024	
Prepared by:	Dennis S. Canicon	Vice-Principal (ECA Coordinator)	August 2024	
Contributor Reviewer	Rosavic A. Muniyandi	Academic Coordinator	August 2024	

Date: August 2024

Review/Revision Date: August 2025 Compliance Date: August 2025 No revisions required; policy remains aligned with ADEK. Reviewed and Approved by the Above Team.

Signed: 
Jeselle Fidelino
School Principal

Next Review: August 2026

