



مدرسة جلوبال الفلبينية

THE PHILIPPINE GLOBAL SCHOOL

Leader in Academic Excellence and Values Formation

Hadbat Al Zaafaranah, Abu Dhabi, United Arab Emirates

EXTRA-CURRICULAR ACTIVITIES AND EVENTS POLICY

SECTION 1. School's Philosophy, Vision, Mission and Aims

I. Introduction

At The Philippine Global School, we recognize the vital role that extra-curricular activities and school events play in the holistic development of our students. These programs are designed to complement academic learning by providing opportunities for personal growth, leadership, creativity, social interaction, and community involvement.

This Extra-Curricular Activities and Events Policy outlines the guidelines, responsibilities, and procedures for organizing and participating in school-sanctioned activities. It aims to ensure that all programs are aligned with the school's vision, values, and educational goals, while promoting a safe, inclusive, and engaging environment for all students.

Working towards the ADEK School on Extracurricular Activities and Events Policy 2025 which can be found in our Transition Plan.

II. School's Educational Philosophy, Vision and Mission Statement

Educational Philosophy

The Philippine Global School is geared towards developing a holistic personality among learners, physically fit, emotionally stable, morally upright, intellectually capable, spiritually guided, scientifically empowered and culturally awakened in a global competitive society.

Vision

We envision to be the center of academic excellence, train students to become good leaders who are globally competitive and build character that makes a difference; Equipping them to be competent for the future challenges and be of service to mankind.

Mission

The Philippine Global School is a God-centered learning institution. It is committed to providing education for the development of the youth in all aspects of life, striving for excellence in academic, social, physical, and spiritual lives of its students, their families, the community and the world. Our mission is to provide an affordable quality education while developing and nurturing the whole child in a God-centered environment.

III. Aims

The TPGS Extra-Curricular Activities Policy aims to:

- Provide students with opportunities to explore and develop their interests, skills, and talents in various fields beyond the academic curriculum.
- Promote social, emotional, and physical well-being through participation in meaningful, enjoyable, and age-appropriate activities.
- Foster essential life skills such as teamwork, leadership, time management, resilience, and cultural awareness.
- Encourage a strong sense of school spirit, belonging, and responsibility through student involvement in community-building initiatives.
- Support UAE national priorities such as sustainability, innovation, well-being, and cultural identity.

SECTION 2. Commitment to Inclusivity

TPGS is committed to offering a wide range of ECAs that are inclusive and accessible to all students, regardless of:

- **Age Group** – Activities are tailored to different developmental stages, from Kindergarten through Junior High School.
- **Gender** – Programs are designed to be inclusive and offer equal opportunities for both boys and girls.
- **Abilities** – ECAs are adapted, where possible, to accommodate students with diverse learning needs and abilities, including Students of Determination.
- **Interests and Preferences** – A variety of clubs and groups are offered to appeal to students with academic, athletic, creative, leadership, and service-oriented inclinations.

All students are encouraged to participate in at least one ECA per term, and the school supports student voice in shaping the range and direction of offerings.

SECTION 3. Outline of ECA Program Offerings

TPGS offers a well-rounded, annual-based ECA program categorized under the following domains:

A. Academic Enrichment

- Math Club
- Science Explorers
- Reading Circle / Book Club
- Robotics and Coding Club
- Debate & Public Speaking (World Scholar's Cup)
- Language Enrichment (English, Filipino, Arabic)

B. Sports and Physical Well-Being

- Basketball
- Volleyball
- Football
- Chess Club
- Badminton

C. Arts and Creativity

- Performing Arts (Drama Club, Dance)
- Music Club (e.g. Choir, Voice)
- Visual Arts Club (Drawing, Painting, Crafts)
- Photography and Digital Design

D. Leadership and Service

- Student Council
- Student Police
- Peer Mentoring and Support Groups
- Eco-Warriors (Sustainability & Environmental Club)
- Model United Nations (MUN)
- Community Outreach and Charity Club

E. Culture and Identity

- Filipino Club
- Heritage Club
- UAE National Identity Club
- International Day Planning Committee

F. Well-being and Life Skills

- Mindfulness and Well-being Club
- Study and Organization Skills
- Public Etiquette and Social Skills
- Entrepreneurial Skills and Innovation Club

Activities may be updated each academic year based on student interest, teacher expertise, and community feedback.

SECTION 4. Process for Organizing ECAs

The process for developing and implementing ECAs follows these key steps:

A. Planning and Scheduling

- ECA Coordinator and department heads collaborate at the beginning of each academic year to review offerings and ensure balance across categories.
- The school ensures that ECA slots do not conflict with core instructional hours and are integrated into the weekly calendar (e.g., after-school or designated ECA days).

B. Staff Involvement and Supervision

- ECAs are facilitated by teachers, approved external coaches, or trained staff with the appropriate background and skill.
- All ECA leaders are expected to provide a plan of activities, monitor attendance, and ensure student safety at all times.

C. Student Registration

- Parents and students receive ECA sign-up forms at the start of the academic year.

- Students may choose from available activities based on year level and schedule availability.
- Certain ECAs may have limited slots or eligibility requirements (e.g., auditions, trials).

D. Monitoring and Feedback

- Attendance and participation are monitored by the ECA Coordinator and club moderators or coaches.
- Student progress and enjoyment are regularly assessed through feedback forms or reflection journals.
- Parents are informed of ECA participation through reports, showcases, and exhibitions.

E. Recognition and Celebration

- Student participation in ECAs is acknowledged through certificates, awards, and features in school publications or assemblies.
- End-of-term ECA showcases may be held to celebrate students' achievements and encourage broader engagement.

SECTION 5. Extra-Curricular Activities Procedures

1. PROCEDURE FOR STUDENT-INITIATED ECAS

At TPGS, we value student agency and leadership. Students are encouraged to initiate and lead their own extra-curricular activities in areas they are passionate about. To ensure these student-led ECAs are meaningful, inclusive, and aligned with school values, the following procedure shall be followed:

Steps for Student-Initiated ECA Approval:

1.1. Proposal Submission

- Students must complete a Student-Initiated ECA Proposal Form, which includes the proposed name, objective, weekly activities, target participants, and benefits of the activity.
- Proposals must be submitted to the ECA Coordinator and endorsed by a faculty adviser or class adviser.

1.2. Review and Evaluation

- The ECA Coordinator, together with the Activities Committee, will review the proposal based on feasibility, student safety, alignment with school values, and scheduling availability.

1.3. Approval and Adviser Assignment

- If approved, a faculty or staff member will be assigned as the official adviser to supervise the club or activity.

1.4. Launch and Monitoring

- The activity may begin in the next ECA cycle, with participation records and updates shared with the ECA Coordinator.
- Student-led ECAs are subject to the same safety and attendance procedures as school-led ECAs.

2. PROCEDURES FOR THE SAFE DELIVERY OF ECAS

Safety is a priority in all TPGS extra-curricular activities. The following measures ensure the well-being of students before, during, and after each ECA:

2.1. Supervision

- All ECAs must be supervised by a trained TPGS staff member or approved external provider.
- A staff-to-student ratio appropriate to the age and nature of the activity will be maintained.
- Supervisors must maintain a record of attendance and report any incidents or concerns immediately to school leadership.

2.2. Transportation

- Parents are responsible for arranging safe and timely transport of students after ECAs unless school transport is officially arranged.
- For off-site ECAs or events, school buses will be provided and must be pre-approved by the Transport Coordinator.
- Written parental consent is required for all off-campus activities.

2.3. Safety and Risk Management

- All activities involving physical movement (e.g., sports, fieldwork) must undergo a Risk Assessment reviewed by the OSH (Occupational Safety and Health) Officer.
- First aid kits and emergency contact information must be available at all activity sites.
- Supervising staff must be familiar with basic emergency procedures.

2.4. Safeguarding

- All ECA facilitators must follow the school's Student Protection and Safeguarding Policy, including maintaining professional boundaries and avoiding one-on-one unsupervised interactions.

3. PROCEDURES FOR THE DEVELOPMENT OF SCHOOL EVENTS

Whether related to ECAs (e.g., club showcases) or school-wide celebrations (e.g., graduation), all events must be planned and delivered with clear objectives, safety measures, and educational value.

3.1. Proposal and Approval

- Event proposals must be submitted by the organizing staff or student committee using the TPGS Event Planning Form.
- Proposals must include objectives, date/time, venue, supervising staff, budget (if applicable), and risk management measures.
- Events must be approved by the Principal and School Leadership Team.

3.2. Student Involvement

- Student involvement in planning and implementation is encouraged, especially for ECAs like Student Council, MUN, or cultural clubs.
- All student contributions must be supervised by assigned advisers.

3.3. Communication and Logistics

- Approved events will be communicated to parents at least a week in advance via official school channels.

- School security and maintenance teams will be informed to assist in setup, safety, and crowd management.

3.4. Risk Assessment

- Events involving large crowds, stage setups, outdoor activities, or external guests must have a documented Event Risk Assessment signed by the OSH Officer and approved by the Principal.

4. PROCEDURES FOR PARTICIPATION IN INTERNATIONAL EXCHANGE PROGRAMS

TPGS supports international exposure through exchange programs, global competitions, and outbound learning experiences, provided they meet the educational, cultural, and safety standards expected by the school and ADEK.

4.1. Program Approval

- All outbound exchange programs must be endorsed by the Principal and receive prior approval from ADEK.
- Programs must have clear learning objectives and cultural or academic value.

4.2. Student Eligibility

- Students must meet academic and behavioral requirements to be eligible for participation.
- Selected students and parents must attend orientation sessions and sign the Outbound Program Agreement Form.

4.3. Parent Consent and Documentation

- Written parental consent is mandatory for participation.
- The school will provide a detailed itinerary, travel information, emergency contacts, and a list of supervising staff.

4.4. Supervision and Safety

- A designated Trip Leader will accompany students, along with other staff, depending on group size (minimum 1:10 ratio).
- All participating staff must complete trip-specific risk assessments and safety training.

4.5. Reporting and Reflection

- Upon return, students are required to submit a reflection portfolio or group presentation to share insights and experiences.
- Program outcomes are reviewed and archived by the ECA Coordinator for continuous improvement.

Compliance

1. **Effective Date and Compliance:**

- This policy is effective as of **21 August 2025**.

2. **Enforcement and Penalties:**

- Failure to comply with this policy may result in legal accountability and penalties as stipulated in accordance with ADEK's regulations, policies, and requirements, including those outlined in Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law or any other relevant law.
- ADEK reserves the right to intervene if a school is found in violation of its obligations under this policy.

By adhering to these guidelines, The Philippine Global School ensures a continuous improvement cycle for our inclusive practices, maintaining our commitment to providing an equitable and supportive learning environment for all students.