



مدرسة شيننج ستار أنترناشونال
Shining Star International School, Abu Dhabi

Our Vision

To be a school of innovation & creativity; preparing students for global challenges.

Our Mission

“Our mission is through the combined efforts of our staff, parents, students, and community to develop future leaders with active and creative minds. Our focus is on the holistic development of the individual, social, moral, intellectual, and physical growth, along with a strong sense of heritage and culture.”

Core Values

Care, Ownership, Togetherness, Honesty, Empathy, Gratitude
We ensure that the entire SSIS family follows these values.

Extracurricular Activities and Event Policy	
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1. Rationale

At Shining Star International School, extracurricular activities and events are an integral part of our educational philosophy. They enrich learning beyond the classroom, enhance student wellbeing, foster creativity, and strengthen life skills such as leadership, teamwork, and empathy. This policy aligns with the **ADEK's Extracurricular Activities and Events Policy** to ensure the safe, inclusive, and effective delivery of extracurricular programs and school events that nurture holistic student development.

2. Aims / Purpose

The purpose of this policy is to provide a structured framework for planning, executing, and monitoring extracurricular activities (ECAs) and school events. - Ensure compliance with ADEKs well being, inclusion, health, and safety standards. - Support students' physical, emotional, social, and intellectual development. - Promote inclusive participation and equal access to ECAs and events. - Standardize procedures for organizing, approving, and evaluating school events and activities.

3. Scope

This policy applies to all school-organized extracurricular activities, internal and external events, field trips, virtual activities, and those hosted in the Multi-Purpose Hall (MPH). It covers all staff, students, coordinators, volunteers, and third-party providers involved in ECAs and events.

4. Policy Framework

4.1 Commitment to Inclusion and Diversity

SSIS provides a broad range of ECAs and events that cater to different interests, age groups, abilities, and genders, ensuring equitable opportunities for all students in alignment with the ADEK Inclusion Policy.

4.2 Planning and Approval Process

- A Formal Event Proposal / FIP must be submitted at least 4 weeks before any event or ECA.
- The proposal must include objectives, target audience, risk assessment, emergency plan, and budget.
- Proposals are reviewed by the Section Head, SLT, and approved by the Principal.
- ECAs or events involving external guests, payment, sponsors, or venues require ADEK approval.
- The Activity Coordinator maintains an ECA Calendar accessible to staff and parents.
- Approval from ADEK:
 - a) Ensure to apply to ADEK to seek approval for any type of ECA listed below, and ensure that activities are in line with the ADEK Cultural Consideration Policy: ECAs organized by the school that involve invited visitors and external providers, unless otherwise specified by ADEK. Virtual ECAs offered or hosted by an external provider. ECAs that take place during holidays and weekends. ECAs that take place during timetabled classes and school breaks. Paid ECAs, i.e., ECAs for which fees are charged separately from school fees. Off-campus ECAs that take place inside the UAE and involve overnight stays. ECAs and events (e.g., performances, graduation ceremonies) hosted by the school in a non-educational venue (e.g., a hotel). ECAs that take place outside the UAE. Exchange programs, Field trips.
 - b) Apply for approval as required by the ADEK timeframes prior to the start of the ECA: 15 working days for all regular ECAs, one month for ECAs that involve requests for invited visitors/ students (above the age of 18) and service providers (for all age groups). Two months for all overseas trips and exchange programs.

4.3 Student Involvement

1. SSIS will actively encourage students to engage in a variety of extracurricular activities (i.e., scientific, cultural, intellectual, artistic, athletic, and philanthropic activities).
2. SSIS will encourage individual or team participation of students in national and international competitions and events.
3. SSIS will encourage students to start ECAs to enable them to develop competencies such as creativity, problem-solving, leadership, and entrepreneurship. Furthermore, school will put in place measures through which students can start their own ECA with the school's approval and communicate these measures to all relevant stakeholders.

4.4 Parental Consent

Signed consent from the parent of every student participating in an ECA organized by the school should be collected. Consent forms shall include all essential information relating to the ECA, including the type and objective of the ECA, schedule, location, transportation arrangements, detailed travel plans (including stopovers, where applicable), fees (if any), Photography (if any), name(s) and contact details of the ECA Coordinator(s).

Consent forms shall require parents to:

- a. Provide their emergency contact details should they be required by the ECA Coordinator.
- b. Describe basic medical information (e.g., blood group) and any health issues (e.g., diabetes) that require careful consideration and individual need(s) for medical supervision during the activity.
- c. Signed consent forms shall be retained for reference by the ECA Coordinators.

4.5 Health, Safety, and Risk Management

- A Risk Assessment and Emergency Plan are mandatory for all ECAs and events in line with the requirements of Section 3.7 Risk Assessments and Emergency Planning.
- The ECA incharge ensures first aid availability and safety compliance.
- Emergency exits and evacuation routes must remain accessible at all times.
- Fire extinguishers, medical kits, and safety signage must be visible and functional.
- Food services, if provided, are in line with the requirements of the ADEK Healthy Eating and Food Safety Policy, including considerations for minority groups and students with allergies.

4.6 Transportation

- All transportation for ECAs and events shall comply with ADEK's Transportation Policy and ITC guidelines when transporting students using vehicles other than school buses.
- Only approved transport providers and ADEK-approved supervisors shall be used. And the transport supervisors have read and signed the ADEK Student Protection Policy.
- Ensure that health and safety guidelines are followed, and the travel plan accounts for prayer, fasting, water, and toilet breaks at appropriate intervals, in line with the ADEK Health and Safety Policy.
- Consider weather conditions and the nature of the activity when preparing travel plans.
- Ensure a driver fatigue prevention program is followed in line with the OSHAD SF Code of Practice 25: Driver Fatigue Prevention (OSHAD, 2019).
- Ensure that all vehicles contain emergency equipment in line with standards set out in OSHAD-SF Code of Practice 4: First Aid and Medical Emergency Treatment (OSHAD, 2018) and firefighting equipment.
- Ensure that certifications and insurance requirements for drivers and vehicles are available and valid.

4.7 Virtual, Overseas Activities & Exchange programs

- Virtual activities must comply with ADEKs Digital Policy.
- Overseas trips require ADEK approval and travel insurance for all participants.
- students international outbound and inbound exchange programs should be full compliance with all relevant regulations, including nationality and residency laws.

4.8 Scheduling of ECAs & Educational Compensation Plan:

- Ensure to schedule ECAs in a manner that minimizes disruption to timetabled classes Minimum hours of school instruction are maintained,
- School is authorized to schedule ECAs during timetabled classes, weekends, holidays, or school breaks after obtaining approval from ADEK.

4.9 Fees & Donations

- Fees can be collected to offer a comprehensive range of ECAs (e.g., academic, cultural, artistic, athletic, intellectual, and philanthropic activities), after such activities have been

approved by ADEK. Some of which shall be offered free of charge (particularly if offered by school staff or volunteers).

- Where money is collected for donations to a third party (e.g., a charity, the School's PTA, or a student-run club) during an ECA, schools should apply to the relevant authorities for permission and liaise with ADEK for support if required. Ensure that 100% of the money collected is used for the purpose stated during collection

4.10 Activities Involving Animals

- Extracurricular activity or school event involves the presence of animals or pets on school premises, SSIS shall ensure full adherence to ADEK health, safety, and wellbeing requirements. A comprehensive risk assessment shall be conducted prior to the activity, and all feasible mitigating measures shall be implemented to safeguard students and staff. Owners of participating animals must provide valid documentation confirming that the animals are in good health, as mandated by UAE government regulations. When not directly engaged in the activity, animals shall be kept in a designated area away from students. A member of the School Wellbeing Committee, or their delegate, shall be present in the animal area throughout the event to supervise interactions and ensure the wellbeing of both animals and students. The animal area must remain clean, hygienic, and compliant with ADEK's health and safety standards at all times.

5. Event Management Procedures

5.1 Pre-Event Procedures

- Submit FIP at least **2 weeks in advance** including program flow and resource needs.
- PPT and script must be approved by HOS a week prior; minimum two run-throughs required.
- Venue booking and décor must follow the Cultural Sensitivity Policy.
- Proper flag placement, stage aesthetics, lighting, and AV testing are mandatory.

5.2 Guest Protocols

- Every major event shall have a **Chief Guest** or **Guest of Honour**.
- Invitations must be sent from the Principal's office at least **one week** prior.
- Bio and photographs of dignitaries should be displayed on-screen.
- A ceremonial tree plantation shall be organized before every event where a Chief Guest or Guest of Honour is visiting the school, as a symbolic gesture of sustainability and to reinforce SSIS's commitment to environmental stewardship.
- After every event, the Guest Book shall be presented to the Chief Guest or Guest of Honour in the conference room to pen down their thoughts, feedback, and reflections.

5.3 Event Day Operations

- Setup must be completed the previous evening.
- AV checks and mic tests one hour before event start.
- MCs must follow the printed agenda and announce housekeeping rules (silence phones, note emergency exits, avoid movement).
- Participants must use backstage corridors for entry/exit.

5.4 Post-Event Procedures

- Thank guests and dismiss audience in an orderly manner.
- Restore venue and submit **Event Report with photos and feedback** within **3 working days**.
- Housekeeping and AV team to complete cleanup and equipment storage.

6. Roles and Responsibilities

Role	Responsibility
Principal	Approves all ECAs and events; ensures ADEK compliance.
ECA Coordinator	Maintains ECA calendar, supervises activities, ensures safety and documentation.
Event Coordinator/HODs	Plans, executes, and evaluates events, coordinates with the team.
Section Head / HOS	Approves content, ensures learning alignment and policy adherence.
Admin Team	Handles logistics, seating, technical setup, and procurement.
Housekeeping	Ensures cleanliness before, during, and after events.
Security	Manages entry, exit, and emergency control.
Students	Participate responsibly and uphold the school's values.
Parents / Volunteers	Support ECAs under ADEK's vetting and engagement policies.

7. Monitoring, Documentation, and Evaluation

- Attendance records, FIPs, Reports, pictures of all ECAs must be maintained.
- Event reflections and stakeholder feedback are documented.
- A **Post-Event Review Meeting** is held within **3 working days**.
- Annual ECA and Events Review Report to be submitted to SLT for continuous improvement.

8. Inclusion and Accessibility

SSIS ensures all students, including those with additional learning needs, have access to ECAs through reasonable accommodations such as adapted tasks, alternate roles, or differentiated participation levels, as guided by the **ADEK Inclusion Policy**.

9. Event and Activity Planning and Approval Process

Planned Activities and Events:

All planned calendar activities and events for the academic year are compiled in the *SSIS Event/Activity Plan AY 2025–2026*. This plan is finalized by December and reviewed by the Senior Leadership Team (SLT). Once approved by the Corporate Office, these events are considered fully authorized and do not require further sign-off.

Annual Calendar Preparation:

The yearly online event calendar is created by March and distributed to all staff to ensure clarity, transparency, and timely communication of school activities.

Teacher Professional Development:

Teachers may attend up to one day of off-site CPD without Corporate Office approval. Any professional development exceeding one day or involving external invitations requires Corporate Office sign-off. The Vice Principal (VP) oversees all staff CPD tracking throughout the year.

Inter-School and Other Events:

Inter-school activities that are not listed in the approved annual calendar require separate approval from the Principal and subsequent authorization from the Corporate Office. Once approved, these activities are delegated to the Assistant Principal for coordination and action.

ADEK Events:

All ADEK-mandated activities must be supported by the school team and do not require Corporate Office approval. However, ADEK non-mandatory events (such as optional external campaigns or competitions) require Corporate Office approval before implementation.

Inter-Emirates and Other Events:

Inter-Emirates events will not be approved for the current academic year. Any other event not falling under the above categories must be submitted to the Corporate Office for prior approval.

10.Event Tracker and Monitoring Process

Approved Events:

All approved events are tracked and monitored by the Operations Team (Ops) from April onward. Heads of Section (HoS) collaborate with Ops to ensure all events are logged and updated on the tracker page.

Staff CPD:

The Vice Principal maintains a dedicated tracker page for all staff CPD activities throughout the year, ensuring proper documentation and alignment with school goals.

Non-Approved/calendar Events:

For events requiring new approval, the Assistant Principal (AP) shall first consult with the Head of Section (HoS) to confirm the feasibility and suitability of conducting the activity or event within their respective section. Once confirmed, the AP will review the event details, after which the HoS must complete all necessary information in the tracker before submission. Once submitted, the Assistant Principal sends an email (cc: Principal and Vice Principal) notifying that a new event is live on the tracker. The Corporate Office (CO) has 48 hours to review and approve the event. If no response is received within this timeframe, the AP issues a reminder email. Upon approval, the HoS proceeds to execute the event plan, and the Operations Team

11. Compliance and Review

This policy is effective from **October 2025**, with full compliance required in line with **ADEK Academic Year 2025–26** regulations. It will be reviewed annually or as per ADEK directives.

Non-compliance may result in administrative review and corrective action in accordance with ADEK's regulatory framework.

Approved By:



Ms. Abhilasha Singh
Principal