



مدرسة جيمس متروبول
GEMS Metropole School
MOTOR CITY



Extra-Curricular Policy

Reviewed by	Mr. Naveed Iqbal	Reviewed Date	March 2025
Next Review	March 2026		

Contents

Purpose and Overview

Aims

Structure of the Programme

Student Free ECAs

Parent Free ECAs

External Providers – ESM

Metropole Mustangs – Sports

Stallions – Performing Arts

Al Noor Cultural and Heritage Centre

Inclusion and Accessibility

Allocation, Waiting Lists, and Cancellations

Payments and Refunds

Attendance and Behaviour

Arrival for Morning ECAs

After-School ECAs and Collection

Cancelled or Missed Sessions

Security and Safeguarding

Supervision and Later Start Times

Emergency Contact and Medical Information

Communication

Contact Information

Review and Compliance

1. Purpose and Overview

The Extra-Curricular Activities (ECA) programme at GEMS Metropole School aims to enrich students' educational experience beyond the classroom. Through a diverse range of clubs, sports, arts, and cultural opportunities, our ECAs support the holistic development of every child, nurturing creativity, leadership, teamwork, and wellbeing.

The school endeavours to offer as many activities as possible for as many children as possible, based on their needs, talents, and interests, as well as the school's key areas of focus. Across the school year, parents and students from all phases are offered a wide range of opportunities that develop leadership, innovation, sporting ability, performance, cultural appreciation, and creativity.

2. Aims

- To provide a rich and varied selection of age-appropriate ECAs.
- To ensure a clear, fair, and transparent process for the allocation and running of ECAs.
- To strengthen the identity of the Forest School, Values School, Active School, and Future School.
- To ensure ECAs are run in line with the school's supervision and safeguarding expectations.
- To use the ESM portal (ESM.AE) effectively for communication and registration.

3. Structure of the Programme

Type of ECA	Run By	Payment	Registration	Contact
School-led ECAs	GEMS Metropole staff	Free	ESM.AE	School Reception
External ECAs	ESM / independent providers	Paid	ESM.AE	Provide directly

4. Student Free ECAs

Primary and Secondary staff offer a broad range of classroom-based ECAs tailored to students' interests and curriculum links. Each ECA follows appropriate teacher-student ratios; therefore, places may occasionally be limited.

Activities change throughout the year to maintain variety and engagement. When the school calendar allows, ECAs run for a minimum of ten weeks, with breaks during half-term and Ramadan. Students register for their chosen ECAs through ESM.AE.

5. Parent Free ECAs

Each term, staff also provide a variety of ECAs for parents, including sports, wellbeing, and support sessions. These offerings may change termly. Activities such as language and cultural classes are offered through the Al Noor Heritage Centre. Each parent ECA typically runs for up to ten weeks, with breaks during half-term and Ramadan.

6. External Providers – ESM

The main provider of externally run activities is ESM, approved by GEMS. They offer a wide range of ECAs to students from FS1 to Year 13. ESM partners with independent providers who use GEMS Metropole as their venue, allowing students to move directly from class to their activity at the end of

the school day. All providers and staff leading ECAs are required to comply fully with GEMS Metropole's safeguarding and child protection policy.

7. Metropole Mustangs – Sports

GEMS Metropole is proud of its strong sporting identity and success in DASSA competitions across Dubai. Students compete under the name Metropole Mustangs.

Over 650 students train before school, during lunchtimes, and after school throughout the year. Our core sports include boys' and girls' football, basketball, swimming, boys' cricket, and girls' netball. At the secondary level, training continues year-round with qualified coaches. Additional opportunities include athletics, aquathlon, and tennis for our most able athletes.

8. Stallions – Performing Arts

Metropole offers a wide range of expressive arts ECAs for students from Year 3 upwards. Some include examinations or awards (at an additional cost), such as:

- CMA – Centre for Musical Arts: one-to-one and group instrumental or vocal lessons.
- LAMDA: One-to-one communication and confidence examinations.

9. Al Noor Cultural and Heritage Centre

The Al Noor Cultural and Heritage Centre celebrates Emirati culture and the diverse heritage of our students and staff. It features a library of Emirati and Islamic texts and a dedicated prayer area, which students may use throughout the day. The centre offers activities including advanced Qur'an classes, Qur'an booster sessions, Arabic lessons, and parent language classes. Students attending sessions within the prayer area must wear modest and appropriate clothing out of respect for the space.

10. Inclusion and Accessibility

GEMS Metropole is committed to ensuring that all students, including those with additional needs, can participate in the ECA programme wherever possible. Reasonable adjustments will be made to support accessibility and inclusion.

11. Allocation, Waiting Lists, and Cancellations

Activities are allocated on a first-come, first-served basis, with a maximum of two clubs per child. If an activity is full, a waiting list will be created, and parents will be notified if a space becomes available. GEMS Metropole and ESM reserve the right to cancel any under-subscribed activity; where this occurs, students will be offered an alternative.

12. Payments and Refunds

For ECAs requiring payment, once a child's place has been confirmed, refunds are not available as staffing and resources have been allocated. No refunds will be issued for missed sessions due to illness or holidays. Payment for external ECAs is made directly through the ESM portal (ESM.AE).

13. Attendance and Behaviour

Students are expected to attend all sessions of their ECAs unless absent from school. If a child must miss a session due to exceptional circumstances, parents should inform the activity leader.

Students are expected to behave appropriately and respectfully during all ECAs. Repeated inappropriate behaviour may result in removal from an activity, with no refund applicable. Positive conduct and good sportsmanship are expected at all times.

14. Arrival for Morning ECAs

Parents of Forest School students must take their child directly to the designated area. Students in Values School, Active School, and Future School should proceed directly to their ECA location.

15. After-School ECAs and Collection

At the end of the school day, students go directly to their activity. Primary students are escorted by a member of staff.

Parents must collect their child promptly at the designated collection point. Pickup areas are detailed in the ECA Handbook on the school website. Repeated late collection will result in the child's place being reviewed.

If a parent arrives late:

- First instance: A reminder letter will be issued.
- Second instance: A final warning will be issued.
- Third instance: The student's place in the activity will be withdrawn.

Late collection is defined as fifteen minutes or more after the stated finish time.

For safety reasons, students should not remain on site to wait for siblings who are attending an after-school activity. Students who do not have an ECA should be picked up at 3:05pm, or leave the school independently if they have a 'home alone' pass.

16. Cancelled or Missed Sessions

If a staff member cannot run an ECA due to illness or exceptional circumstances, the school will attempt to arrange cover. If this is not possible, parents will be informed to collect their child at the normal dismissal time. For ESM-paid ECAs, missed sessions will be rescheduled at the end of the term. Teacher-led ECAs will not be rescheduled.

17. Security and Safeguarding

All external providers must supply an up-to-date police clearance certificate each academic year. Activities will not begin until valid checks are received. All external providers must wear an External Provider ID card on a Metropole lanyard while on campus. If a provider is late or unable to attend, parents will be contacted and asked to collect their child. The school may suspend an activity if safeguarding requirements are not met.

18. Supervision and Later Start Times

If an external ECA or individual lesson begins after the standard dismissal time, the school cannot provide supervision until the session begins. Parents are responsible for arranging appropriate supervision, either personally or through the provider. This arrangement must be communicated to the class teacher.

19. Emergency Contact and Medical Information

Parents must ensure that each provider has up-to-date emergency contact details. If a child has an ongoing medical condition or requires medication, parents must inform the provider directly and ensure medication is available. The school cannot guarantee that staff will be present or trained to administer medication after school hours.

20. Communication

The school does not mediate routine communication between parents and external providers. The school will only intervene in exceptional cases or where safeguarding issues arise. Parents should contact providers directly regarding queries, cancellations, or make-up sessions.

21. Contact Information

For Queries:

- School-led ECAs (free): reception_mts@gemsedu.com
- External ECAs via ESM: support@esm.ae

22. Review and Compliance

This policy will be reviewed annually by the Primary and Secondary Leadership Teams to ensure compliance with GEMS Education policy, KHDA regulations, and school operational updates.

