

# Whole School Extra-Curricular Policy 2023 – 2025



مدرسة جيمس متروبول  
GEMS Metropole School  
MOTOR CITY

Approved by:	Naveed Iqbal
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EDUCATION

We see **genius** in every child

GEMS Metropole School - Motor City  
Honsho Road, Dubai, United Arab Emirates

+971 4 550 7200

registrar\_mts@gemsedu.com

gemsmetropoleschool-dubai.com

## Extra-Curricular Activities Policy 2023-2025

### Introduction

Extra-curricular activities are provided by the school and external providers as optional enrichment opportunities for our students. The school endeavors to provide as many activities for as many children as possible based on their needs and talents as well as the school's key areas of focus.

Each term, parents and students across the whole school will be offered a range of sporting, performance, curriculum and creative activities.

### Aims

- To provide a rich selection of age appropriate extra-curricular activities.
- To make clear our fair and transparent process for the allocation and running of extra-curricular activities.
- To ensure extra-curricular activities are run in line with normal school expectations for supervision and care
- To use GEMS Connect platform and the ESM portal for sign up of all activities to ensure ease of access to both internally and externally run activities.

### Over-subscribed activities and waitlists

If an activity is over-subscribed, a wait list will be created for students and the school/ESM will contact the parents should a place become available.

### Under-subscribed activities

GEMS Metropole and ESM reserve the right to cancel any activity which is heavily under-subscribed. In these cases, students will be offered an alternative.

### Payments, refunds and cancellations

For extra-curricular activities which are run by the school, the costs cover staffing expenses are kept to a minimum. The majority of school run activities are free of charge to parents.

Once a child has been enrolled in an activity and their place has been confirmed, refunds are not available for cancelling their place, as staffing has already been allocated. There will be no refunds for missed sessions due to child illness or holidays.

Extra-curricular activities are paid for through the GEMS Connect application if they are organized by the school. For ESM activities, payment is made direct to the company through their own portal.

## **Attendance**

Children should attend activities each week they are run, unless absent from school. If, due to exceptional circumstances, a child misses a session, parents should ensure the activity leader is informed.

## **Getting to school led activities after school**

Children need to go directly to their activity at the end of the day. For younger students in the primary school, they will be escorted to the activity by a member of staff.

## **Pick up from school led activities:**

All students should be picked up at the designated area after the club ends promptly. Failure to collect a student on time could lead to the child being withdrawn from the activity. Information on expectations is shared with parents by the school staff running the activities.

## **Late pick up**

The school reception staff should be informed as soon as possible if you will not arrive on time for pick up. If the reception has not been informed or there is no reception staff member on site to take the phone call, the activity leader will contact the parent by phone.

The student will remain in the care of the school until they are picked up. If late pick up, without there being exceptional circumstances, becomes a regular issue, the child's place in the activity will be forfeited without refund.

## Cancelled sessions of activities

If a staff member is not able to run an activity due to illness or other exceptional circumstances, the school will aim to have the activity covered by another member of staff. If there is not a staff member available to cover the activity, parents will be informed and asked to pick up their child at the normal time. Any missed sessions will be made up at the end of the term.

## Behavior when attending activities

Children are expected to behave in an appropriate manner when attending activities. Parents will be informed of any inappropriate behavior with the child receiving a warning regarding future conduct. In exceptional circumstances of repetitive or extreme inappropriate behavior, school reserves the right to request that the child no longer attends activities, either for a set time or for the remaining sessions. In such cases, there will be no refund for any missed sessions.

## Metropole Extra-Curricular Activities

### Metropole Mustangs

GEMS Metropole has a reputation as a school with high levels of participation in sport in DASSA competitions across Dubai. We participate in external competitions as the Metropole Mustangs. We currently have an extensive Mustang training program (an example of which can be found below) with over 650+ students training before school, during lunchtimes and afterschool throughout the year.

Our core sports are boys/girls football, boys/girls basketball, boys cricket, girls netball and boys/girls swimming. At the secondary level, Metropole offers year-round training in these sports with our highly experienced and qualified teachers and coaches. The school also offers athletics, aquathlon and tennis for our most able students.

### Masterclass

The masterclass program gives students opportunities to get involved in a wide range of projects, societies and activities in Sport, Creative and Performing Arts as well as academic

subjects. All activities are run by our own staff but we also work with external organisations and specialist providers to ensure a high-quality offer for students. The masterclass lessons are built into the school timetable and take place on a Wednesday afternoon every week for students in Years 1-6. Parents can sign their child up for an activity through the GEMS Connect application. Each term the activities change and students can take part in a different activity. All eligible students are expected to take part in masterclass as it forms part of the enriched curriculum.

## **Prep School After School Activities**

Each term, the secondary staff offer additional after school activities to students. These are based on students' interests as well as curriculum and exam support. Students can select to take part in these activities through the GEMS Connect application.

## **Futures School After School Activities**

In the Futures school intervention sessions run afterschool for Year 11 and 13 students who are at risk of not meeting their target grade/not passing their course/subjects. Year 13 students are identified based on their AS grade (or end of Year 12 grade for linear subjects) and Year 11 students are selected based on their November mock exam results.

Year 13s receive a letter inviting them to attend; two sessions are put on for each subject per week to ensure there are no potential clashes. These classes begin at the beginning of Term 1. These sessions/the assigned students are reviewed after the November mock series to determine any changes. Year 11 students receive a letter at the beginning of Term 2 inviting them to attend intervention if their mock grades indicate a risk of failure of the course or failure to meet their target grade in certain subjects.

Strict monitoring of grades through a RAG document ensures student progress is closely tracked. This is performed on a half-termly basis in consultation with the Senior Leaders, Heads of Year and Heads of Department.

## **Performing Arts**

Metropole has a wide variety of expressive arts extra-curricular activities; these are available from Year 3 and above. Most activities include awards and examinations which can be undertaken, all at additional cost to school fees, these include:



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- CMA Centre for Musical Arts: One-to-one and group instrumental and singing lessons available
- UDO Academy: Commercial Street dance, Jazz and ballet, including teaching qualification
- Urdang Musical theatre: Musical theatre group lessons
- LAMDA: one-to-one Communication and confidence examinations
- DJ Fresh: Group music production, editing and mixing lessons
- Rock and Pop singing troupe: Available

In addition to the paid activities, the Performing Arts team offer Choir, Drama and Dance lessons before and after school at no charge to parents. These activities are available to students in years 3 and above.

## External Providers - ESM

The main provider of externally run activities is ESM. They provide a range of activities to students across the school (FS1-Y13). ESM work with independent providers who use the school as a venue to hold their lessons or clubs. Using GEMS Metropole as their venue means the school are able to send children directly from class to the activity or lesson at the end of the school day.

Before activities begin for the term, external providers will provide the school with a list of children who will be attending their activity or lessons. When your child attends a club run by an external provider they are seen to be in the care of the provider until the child is handed back to the parent/caregiver.

## Security and child protection

The school requires police checks from all external providers each school year. If the school does not have a valid police check on file before the activities begin, parents will be informed and the activity will not begin until a valid police check has been received. All external providers should also wear an External Provider ID card on a Metropole lanyard while on the school premises.



## **If an external provider is late or does not arrive to run an activity**

If a provider is late or does not arrive at school to run the activity, parents will be contacted by school staff and will be required to collect the child.

## **Payment of external activities**

External providers set their own fees, which should be reasonable. Payment for external activities will be through the ESM portal (esm.ae).

## **Getting to external activities**

The school will receive a list from ESM every day with the names of children enrolled in each external activity. Children will be sent to their external activity directly after school, as with

school led activities. Primary students will be escorted to the activity. All external activities take place on the school premise

## **Later start times for external activities and individual music lessons**

If an activity or individual lesson does not begin directly after school, there will be no supervision provided by the school until the activity or lesson begins. It is the responsibility of the parent to ensure that the child is supervised until the activity or lesson begins. This can, in some cases, be arranged with the external provider. The chosen solution for supervision should be clearly communicated to the child's class teacher.

## **Emergency contact**

Parents must ensure that the external provider has their correct contact details for use in case of emergency. The school cannot guarantee that there will be a staff member on the school premises who will have access to your details in case of an emergency.

## **Ongoing medical conditions and children who require medication**

If a child has an ongoing medical condition or requires any medication, parents must inform the provider and ensure that they have any necessary medication available to them. The

school cannot guarantee that there will be a staff member on the school premises who will have access to, or be trained to, administer a child's medication after school hours.

### **School involvement in communication between parents and external providers**

The school does not provide any communication between parents and external providers. The school will only contact an external provider on behalf of parents, or become involved in provider/parent communication, in extreme cases.

Policy Prepared by: Emily Shepherd

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Date of next review: October 2025

This Policy will be reviewed every 2 years.