



EXTRA-CURRICULAR POLICY

Policy

Policy Title:	Extra-Curricular Policy
Effective Date:	September 2025
Scheduled Review Date:	June 2026

1. Purpose

At GEMS Wesgreen International School, we believe in developing high-performance learners by offering a diverse range of extra-curricular activities (ECAs) that nurture intellectual curiosity, resilience, and social confidence. Our ECAs are designed to support students' academic progress, personal growth, and overall wellbeing, ensuring they develop the values, attitudes, and attributes needed for success.

ECAs include a mixture of enrichment opportunities, incorporating sports, academic support, creative pursuits, leadership development, and wellbeing-focused activities. These activities allow students to challenge themselves, apply their meta-thinking skills, and cultivate a love of lifelong learning.

2. Policy Aims

Our extra-curricular programme aims to:

- Provide a broad and balanced range of activities to support personal and academic growth.
- Build and develop intellectual agility, collaboration, and independent thinking in students.
- Encourage participation in activities that support physical, emotional, and mental wellbeing.
- Ensure a fair and transparent sign-up process for all students.
- Maintain high standards of care, safeguarding, and supervision in all activities.

3. Activity Allocation:

Each term, students and parents will have access to a list of ECAs. Activities may include:

- Academic Support & Mastery: Subject-based enrichment, exam preparation, and support.
- Wellbeing & Personal Growth: Mindfulness sessions, student-led initiatives, and life skills.
- Sports & Physical Development: Competitive and recreational sports, team training, and fitness clubs.
- Creative & Leadership Programmes: Debating, performing arts, and leadership training.

Oversubscription & Waitlists

When spaces are limited, ECA placements are allocated on a first come, first served basis. Once an activity is fully subscribed, no further registrations will be accepted. Parents are encouraged to register early to avoid disappointment.

Undersubscription & Cancellations

If an activity is significantly undersubscribed, it may be cancelled. In such cases, students will be offered an alternative.

4. Payments, Refunds & Cancellations:

School-led activities are mostly free, with minimal costs where necessary. Once a student's place is confirmed, refunds are not available unless the school cancels the activity. Missed sessions due to illness or holidays will not be refunded. Payments for school-run ECAs are made through the school's platform, while external providers handle their own fees. If the school or an external provider cancels an activity, we will attempt to find cover or inform parents to collect their child at the normal time. In such cases, parents will not be charged.

5. Attendance & Behaviour Expectations

Regular attendance is expected, and if a session is missed, parents should notify the activity leader. Students are expected to demonstrate the values of respect, perseverance, and responsibility in all ECAs. Persistent poor behaviour may result in withdrawal from the activity.

6. Pick-up & Late Collection

Students must be collected promptly at the designated time and location. Repeated late collection may result in withdrawal from the activity. If a parent is delayed, they should inform school reception as soon as possible.

7. External Providers

All external providers must comply with the school's safeguarding and child protection policies and submit annual police background checks. They are responsible for students during their sessions, ensuring a safe and structured environment. Parents must ensure their child is supervised if an external activity has a delayed start time.

8. Medical & Emergency Procedures

Parents must inform the school and external providers of any medical conditions or required medication. All medications must be handed over to and recorded by the school nurses at the clinic. The school cannot guarantee staff availability to administer medication after school hours.

9. Responsibilities

At GEMS Wesgreen International School, our ECAs go beyond traditional activities—they are designed to empower students, enhance their confidence, and support their emotional and mental wellbeing. By promoting a growth mindset and high aspirations, we ensure students develop a balanced and fulfilling school experience.

10. Monitoring and review

This policy has been discussed and agreed by the GEMS Wesgreen International School teaching staff and leadership teams for implementation

Executive Vice Principal



Principal / CEO

Date: