



GEMS Wellington
International School

مدرسة جيمس ولينغتون
انترناشيونال

Beyond The Curriculum Policy

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Beyond the Curriculum (BtC) at WIS



The BtC programme at WIS provides students the opportunity to pursue their interests, develop wider friendship groups and develop their physical, mental and social health.

Our BtC programme at WIS significantly contributes to student and staff wellbeing by promoting social connections, reducing stress, facilitating personal growth and fostering physical and mental health and offering valuable learning experiences beyond the traditional classroom.

1. Introduction and Aims

The Beyond the Curriculum programme is provided by Wellington International School staff & external partners (ESM) as optional enrichment opportunities for our students and not as an extension to the regular school day or as alternative child care. We endeavour to give our students a range of activities that complement our extensive school curriculum and allow them to explore new areas and discover new hobbies to take into later life. Due to the number of staff and facilities available, there is a limit to what we can offer. BtC is allocated on a first come, first served basis with a limit on how many each student can attend (Sport is excluded).

Aims:

- Provide a wide range of age-appropriate co-curricular activities that enrich the school experience (KHDA Standard 3.3 Curriculum enrichment).
- Provide a safe experience that aligns with school expectations and safeguarding policies (KHDA Standard 5.1 Health & Safety, 5.3 Safeguarding).
- Provide a clear and fair booking system for the allocation of BtC.
Ensure inclusivity and reasonable adjustments for SEND students in line with KHDA and GEMS policies (KHDA Inclusive Education Framework, Section 4, GEMS SEND Policy Section 2).

Policy Context and Alignment:

This policy aligns with:

- KHDA School Inspection Framework: Standards 1 (Student Achievement), 3 (Curriculum breadth and enrichment), 5 (Health and Safety), and 6 (Leadership and Management) (KHDA School Inspection Framework, 2023)
- KHDA Inclusive Education Policy Framework: Ensuring equitable access and participation (KHDA Inclusive Education Policy, 2021)

KHDA Child Protection and Safeguarding Framework: Mandatory child protection standards (KHDA Child Protection Policy, 2022)

- GEMS Safeguarding and Child Protection Policy: Governs safeguarding practices within WIS (GEMS Education Safeguarding Policy, 2024)
- GEMS Inclusion and SEND Policy: Supports reasonable adjustments and inclusion (GEMS Inclusion Policy, 2023)

2. Sign-ups

- Club places are allocated centrally based on student preferences to ensure fairness and balance, with each child receiving one of their four chosen options where possible. However this may not always be possible. (KHDA Standard 6.2 Fair and transparent school procedures).
- Bookings are made using Microsoft Forms, which is accessible by all parents.
- The BtC booklet contains all information regarding clubs during that term.
- Bookings open at the same time and are open for an allocated number of days set by the co-curricular coordinator to allow students to consider options carefully.
- Clear dates for booklets and sign-ups are communicated using the GEMS Connect App at least 24 hours before opening.

3. Oversubscribed / Undersubscribed Activities and Waiting Lists

- Heads of Year and Curriculum Leaders can be contacted to request to be placed on a waiting list if places become available.
- If a student cancels their place, spaces are offered to the waiting list in the order they were added.
- If a club is under subscribed, it may be canceled with notification to parents.

4. Cancellations of Bookings

- Cancellations must be made by contacting the students HoY.
- If cancelling after attending, parents must notify the club teacher.

5. Attendance

- Students should attend all BtC activities weekly unless absent from school.
- Students absent due to illness should not attend their BtC activity on the same day (GEMS Safeguarding Policy Section 4.1).
- If a student is aware in advance of missing a session, the club teacher should be notified by email.

- Registers are taken by teachers; parents will be contacted for unexplained absences.
- Students who do not attend for two consecutive weeks will be removed, and places offered to waiting list students.
- As part of the WIS Behaviour Policy, if a student from year 7-13 does not inform BtC staff of their non-attendance at a club, this will be recorded as an unmet expectation and will result in two negative points on ClassCharts.

6. Drop-off and Pick-up Procedures

6.1 Drop-off for After-school activities

- FS2 to Year 4 students are escorted to their BtC activity by their class teacher (KHDA Standard 5.1 Supervision and safety).
- FS2 to Year 4 students are escorted to their BtC activity by their class teacher (KHDA Standard 5.1 Supervision and safety).
- Year 5 to Year 13 students move independently to BtC activities immediately after school.

6.2 Drop-off for Before-school and Lunchtime activities

- Students from FS2 to Year 13 should be dropped at school by a parent before school.
- Lunchtime BtC activities: FS2 to Year 4 students are collected from class by the club teacher; Years 5 to 13 move independently.

6.3 Pick-up Procedures

- FS1 - Year 3 students are collected from the location of their club. Parents wait outside of corridors until 4:00pm when doors will be opened.
- Year 4 students are collected from the pick-up area at the times and location advertised in the BtC booklet.
- Year 5 to Year 13 students leave independently from the designated exit area.
- No BtC activity pick-up is permitted at the front of school; all pick-ups take place at the sand carpark ([GEMS Health & Safety Procedures]).

6.4 Bus Service

- No after-BtC bus service is provided; parents must make alternative arrangements.
- Parents must inform STS, bus drivers, or nannies if their child takes the bus after attending a BtC activity.

6.5 Late Pick-up Policy

- Parents should notify reception and the BtC activity teacher as soon as possible if late.
- The school operates a “3 strike rule” for late pick-ups:
 - 1st late pick-up: Reminder given to parent.
 - 2nd late pick-up: Formal email sent to parent.
 - 3rd late pick-up: Student’s place forfeited immediately.
- If students Year 5 to 13 remain uncollected 15 minutes after BtC activity end, Security, the Co-curricular Coordinator, or a Senior Leader will contact parents and supervise at Gate 4 until arrival.

7. Behaviour, Safeguarding and SEND

7.1 Behaviour Expectations

- Students must maintain the same behaviour standards as during the school day ([KHDA Standard 4.1 Behaviour and discipline).
- Behaviour is monitored using ClassCharts.
- Persistent inappropriate behaviour may result in temporary or permanent exclusion from BtC activities (GEMS Behaviour Policy).
- As part of the WIS Behaviour Policy, if a student from year 7-13 does not inform BtC staff of their non-attendance at a club, this will be recorded as an unmet expectation and will result in two negative points on ClassCharts.

7.2 Safeguarding Procedures

- All BtC activities operate under the GEMS Safeguarding and Child Protection Policy and KHDA Child Protection Framework (KHDA Safeguarding Framework, Section 2).
- Any safeguarding concerns are reported to the Designated Safeguarding Lead and dealt with following statutory guidance.

7.3 SEND and Equal Opportunities

- BtC activities are inclusive and adapt to the needs of SEND students as per KHDA Inclusive Education Policy and GEMS SEND Policy (KHDA Inclusive Education, Section 3, GEMS Inclusion Policy Section 2).
- Morning and lunchtime BtC activities are provided to accommodate those unable to stay after school.

- BtC activity staff are provided with lists of students requiring additional support.

7.4 Supervision of Siblings

- The school does **not** provide supervision for siblings who are not attending BtC activities. Parents must make arrangements for collection at normal times.

8. External Providers (ESM)

8.1 Introduction and Booking

- External Providers (ESM) partner with the school to offer paid activities complementing the internal BtC programme.
- ESM clubs operate independently and use WIS facilities (KHDA Framework for External Providers, Section 4]).
- Bookings and payments are handled directly through ESM portals (e.g., www.esmplay.com).
- Students attending ESM clubs are under the care of the provider until handed over to parents.

8.2 Security and Child Protection

- All ESM providers undergo background and police checks compliant with KHDA and GEMS policies (GEMS Safeguarding Policy Section 6).
- Concerns about providers or coaches should be directed to the Co-curricular Coordinator.

8.3 Payments and Refunds

- Payments and refunds are managed solely by providers; WIS holds no responsibility.

8.4 Drop-off and Pick-up Procedures

- FS2 to Year 4 students are escorted to the café by a teacher or LSA to meet the ESM coach.
- Years 5 to 13 walk independently to meet the coach at the café.
- Students should not go directly to the club facility.

8.5 Attendance and Communication

- Parents communicate absences directly with providers.
- If a student is in school but not attending ESM, the form teacher should be informed.

- Providers must have up-to-date emergency contact details.

8.6 Late Pick-up and Provider No-show

- Parents must contact the provider if late.
- If the provider is late, students remain with the ESM coordinator in the café.
- If the provider fails to arrive, parents will be contacted for collection.
- Refunds and catch-up sessions are arranged with the provider.

9. Monitoring and Review

9.1 Policy Monitoring

- The Executive Leadership Team (ELT) and Co-curricular Coordinator monitor policy implementation via attendance records, behaviour tracking, safeguarding reports, and parent/staff feedback (KHDA Standard 6.1 Quality assurance and self-evaluation).
- The Director of Inclusion and DSLs support monitoring related to inclusion and child welfare compliance.

9.2 Review Cycle and Responsibility

- The policy is reviewed annually or sooner if updates to KHDA or GEMS policies require changes.
- The Co-curricular Coordinator oversees day-to-day compliance; ELT provides strategic leadership.
- Updates and changes are communicated through the GEMS Connect App.