



Extra-Curricular, Enrichment and Engagement Policy



Reviewed by

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Introduction

At the **English International School of Tunis (EIST)**, we recognise the value of extracurricular activities and educational trips in providing a well-rounded education that enhances students' learning, personal development, and cultural awareness. This policy outlines the principles and procedures for organising and managing these activities in alignment with **COBIS (Council of British International Schools) standards**.

1. Aims and Objectives

The school is committed to enriching students' learning experiences beyond the classroom by providing a structured and diverse extracurricular programme. Our objectives are to:

- **Enhance the curriculum** by offering a broad range of extracurricular opportunities in sports, the arts, music, STEM, leadership development, and personal growth.
- **Provide safe, well-organised educational trips** that reinforce and extend classroom learning while fostering students' curiosity and engagement.
- **Promote inclusivity and accessibility** to ensure all students, regardless of background or ability, have the opportunity to participate.
- **Develop students' social, emotional, and life skills** through meaningful extracurricular involvement, fostering independence, teamwork, and resilience.

2. Extracurricular Activities

The school will offer a diverse selection of extracurricular activities designed to support students' holistic development. These activities will include, but are not limited to:

- **Sports teams** (e.g., football, basketball, swimming, athletics, etc.)
- **Creative and performing arts** (e.g., choir, drama club, art workshops)
- **STEM initiatives** (e.g., robotics club, coding workshops, science fairs)
- **Academic enrichment clubs** (e.g., debate society, language clubs, book clubs)
- **Community service projects** (e.g., volunteering, charity initiatives)
- **Leadership and personal development programmes** (e.g., student council, Model United Nations)

3. Organisation and Implementation

- Activities will be scheduled within and beyond academic hours, ensuring students balance academic responsibilities with extracurricular engagement.
- All activities will be led by qualified staff members or external professionals to maintain high-quality learning and safety standards.
- Student voice is encouraged through mechanisms allowing students to propose and organise clubs and activities under staff supervision.
- Participation will be systematically monitored, with attendance records maintained to track engagement and identify students who may benefit from additional support or encouragement.

4. Educational Trips and Visits

The school recognises the value of experiential learning and will organise a variety of educational trips that align with the curriculum and broader educational objectives.

These include:

- **Academic field trips** (e.g., visits to museums, science centres, historical sites)
- **Cultural excursions** (e.g., theatre performances, language immersion experiences)
- **Adventure activities** (e.g., outdoor education, team-building retreats)
- **Residential trips** (e.g., leadership camps, international exchange programmes)
- **Sports competitions** (e.g., inter-school tournaments, COBIS-accredited sporting events)

5. Trip Planning and Management

For each trip, a comprehensive trip plan must be completed, covering:

- Class or group involved
- Responsible teacher and supervising staff
- Date, location, transport, and cost considerations
- Number of students attending
- Accompanying adults (names, roles, and responsibilities)
- Catering arrangements (if applicable)
- Pedagogical and educational objectives
- Areas of learning covered
- Alignment with school's strategic educational goals

6. Risk Assessment and Safety

- A detailed **risk assessment** must be conducted for each trip to ensure student safety and mitigate potential hazards.
- The school will maintain appropriate **staff-to-student ratios** in line with COBIS and safeguarding regulations.
- All trips will comply with the **Child Protection and Safeguarding Policy**, and staff members involved must undergo safeguarding training and be familiar with emergency procedures.
- Parental Consent and Participation Requirements:

Written parental or guardian consent is **mandatory** before any student can participate in an off-site visit or educational trip. To ensure transparency, safety, and clear communication, the school will issue a **detailed trip letter** outlining the purpose of the visit, location, date, time, cost (if applicable), transport arrangements, supervision details, and any special requirements.

A **signed permission slip** must be completed and returned by the deadline specified in the trip letter. This signed slip confirms the parent or guardian's approval and acknowledges the information provided. **Only students who have returned the signed permission slip will be permitted to attend the trip.** Verbal consent or late submissions will not be accepted, as the school must ensure accurate planning and safeguarding procedures are in place well in advance.

In addition to consent, parents are encouraged to inform the school of any relevant medical, dietary, or behavioural information that may affect their child's participation, so appropriate support measures can be arranged.

You can find attached our standard Consent Form Letter, which will be used for all off-site visits unless stated otherwise.



SCHOOL TRIP CONSENT FORM

As part of your son/daughter's education, s/he is being given the chance to participate in organised by This trip will provide students with

Please complete the attached consent form.

Date and time of Trip:

Place of Trip:

The children will travel by school bus and will be accompanied by and other adult(s).

STUDENT NAME

HOME ADDRESS

EMERGENCY CONTACT DETAILS: The following telephone numbers may be used and released to other parents/teachers connected with the trip:

Contact telephone numbers (parent):

Work: Home: Mobile: Alternative
emergency contact:

Name: Telephone number:

- Trips will be planned to ensure **affordability and accessibility**, ensuring students from all backgrounds have equal opportunities to participate.

7. Health and Safety Protocols

The school upholds the highest standards of health and safety for all extracurricular and trip-related activities, ensuring:

- First aid provisions and trained staff are present at all activities and trips.
- Clear emergency contact procedures are in place, including a designated emergency lead for each trip.
- Adequate travel insurance is secured where necessary to cover unforeseen circumstances.
- All activities and trips comply with the school's **Child Protection and Safeguarding Policy**, ensuring student well-being at all times.

8. Roles and Responsibilities

Senior Leadership Team (SLT)

- Approves all extracurricular activities and educational trips.
- Ensures compliance with school policies and COBIS standards.

Trip Leaders and Activity Coordinators

- Plan and oversee logistics, risk assessments, and communication with parents.
- Ensure trips and activities align with educational goals.
- Lead supervision and maintain discipline during activities and trips.

Teachers and Supervisors

Teachers and supervisors play a vital role in ensuring that all extracurricular activities and educational trips are not only engaging and educational, but also safe and inclusive environments for every student. Their responsibilities encompass both the educational delivery and the safeguarding of student welfare.

❖ *Safeguarding Responsibility:*

Teachers and supervisors are expected to prioritise the safety and well-being of all students at all times, with particular attention during off-site activities where students may be exposed to unfamiliar environments and increased risks. They must:

- Be fully familiar with the school's Child Protection and Safeguarding Policy, including procedures for recognising and reporting concerns.
- Attend regular safeguarding and first aid training, and complete any additional trip-specific briefings or induction sessions.
- Be aware of and responsive to any individual student needs (medical, behavioural, or emotional), and ensure accommodations are made in

accordance with the school's inclusion policies.

- ➔ Maintain a high level of supervision throughout all stages of an activity or trip, including transitions, meal times, and free time, ensuring appropriate staff-to-student ratios in line with COBIS guidelines.
- ➔ Ensure constant line of sight or knowledge of students' whereabouts, especially during trips that include movement in public spaces or residential components.
- ➔ Be familiar with the emergency contact chain and designated emergency lead for any trip or activity, and know the location of emergency equipment (e.g., first aid kits).

❖ *Behaviour Management and Student Conduct:*

Supervising staff must model and enforce the school's behaviour expectations, ensuring that all students:

- ➔ Adhere to the school's code of conduct during extracurricular and off-site activities.
- ➔ Understand the importance of responsible and respectful behaviour, particularly when representing the school in the wider community or with external organisations.
- ➔ Are aware of the consequences of misconduct, including breaches of safety or disrespect towards others, and that these consequences are consistently applied.

❖ *Support for Educational and Developmental Goals:*

Teachers and supervisors contribute to the educational purpose of activities

and trips by:

- Reinforcing key learning objectives, helping students connect experiences with classroom learning.
- Encouraging active participation, collaboration, and reflection, supporting students in developing confidence, resilience, and interpersonal skills.
- Providing informal mentoring and encouragement to foster student growth in line with the school's ethos and values.

❖ *Communication and Coordination:*

- Maintain regular and effective communication with the Trip Leader or Activity Coordinator, reporting any incidents, concerns, or observations that may affect the safety or success of the activity.
- Liaise with parents and carers as appropriate, particularly in instances of illness, injury, or behavioural concerns.

In all cases, teachers and supervisors are expected to uphold the highest standards of professionalism, vigilance, and care, ensuring that every extracurricular activity and trip is a safe, rewarding, and enriching experience for all students.

Students

- Expected to demonstrate responsible behaviour and adherence to the school's code of conduct.
- Actively engage in activities and represent the school positively.

Parents/Guardians

- Support their child's participation and provide necessary permissions and contributions where applicable.

9. School Transport and Safeguarding Responsibilities

The school is committed to ensuring that all transportation provided for extracurricular activities and educational trips upholds the highest standards of safety, reliability, and child protection in line with COBIS and local regulatory requirements.

- **Approved School Transport**

The school bus is the designated and approved vehicle for transporting students to and from off-site activities, field trips, sports fixtures, and other school-related events. The bus meets all required safety and maintenance standards and is subject to regular inspections to ensure roadworthiness and compliance with school policies.

- **Qualified and Vetted Drivers**

The school bus is operated by a licensed driver who:

- Has undergone **full background checks and safeguarding vetting procedures** in line with the school's Child Protection and Safeguarding Policy.
- Is trained in **child safeguarding awareness** and understands their **duty of care** when transporting students.

- Maintains appropriate **professional conduct** at all times and is expected to uphold the same high standards of student welfare as other staff members.
- Collaborates with supervising staff on board to ensure the safe and orderly conduct of students.

- **On-Board Safety Measures**

To support student safety while in transit, the following provisions are in place:

- A **fully stocked first aid kit** is available on the bus at all times. The kit is routinely checked and replenished as part of the school's health and safety procedures.
- The bus is equipped with **seat belts**, and all students are required to remain seated with belts fastened while the vehicle is in motion.
- Supervising staff are assigned to each journey to assist with behaviour management, ensure headcounts before departure and return, and to support the driver in the event of an emergency.
- A **designated emergency contact procedure** is in place for all journeys, ensuring immediate communication in the event of delays, incidents, or accidents.

- **Safeguarding During Transport**

The school recognises that safeguarding extends beyond the school grounds. While students are being transported:

- Staff and drivers share responsibility for maintaining a **safe and respectful environment** on board.
- Supervising staff remain vigilant for signs of distress or inappropriate behaviour, and take immediate action as needed.
- Students are briefed on expected behaviour, bus safety rules, and emergency protocols before departure.

Through these measures, the school ensures that student travel is secure, well-managed, and aligned with its broader safeguarding and educational commitments.

10. Monitoring, Evaluation, and Continuous Improvement

To ensure the effectiveness and sustainability of the extracurricular programme and educational trips, the school will:

- Conduct an **annual review** of activities and trips, assessing student participation rates, learning outcomes, and overall impact.
- Gather **feedback from students, parents, and staff** to inform improvements and future planning.
- Identify areas for expansion or modification to enhance student engagement and inclusivity.

