



SWISS INTERNATIONAL SCHOOL  
QATAR

# EXTRA CURRICULAR ACTIVITIES POLICY

Staff Incharge	ECA Coordinator
Latest revision	September 2025
Approved by	Head of School
Next Revision	September 2026





## Our Vision

SISQ aims to develop learners who are  
**FULFILLED INSPIRED PREPARED**

## رؤيتنا

تهدف المدرسة السويسرية إلى تطوير متعلمين  
يتصفون بأنهم

**مُستَعِدون مُلَهَّمون مُشَبِّعون**

## Notre Vision

SISQ encourage les apprenants à devenir  
**ACCOMPLIS INSPIRÉS PRÊTS**



### Our Mission

Through learning that is fun, engaging, holistic, collaborative and caring, SISQ develops students who are:

- Intellectually fulfilled: they find joy in their own learning and the learning of others; they are curious, engaged and passionate about learning.
- Emotionally fulfilled: they are happy with themselves, healthy, balanced and confident.
- Socially fulfilled: they develop meaningful relationships; they are connected to others, the world around them and the environment.

Through learning that is inquiry-based, meaningful, challenging, authentic and innovative, SISQ develops students who are:

- Inspired to keep learning: they are inquisitive, questioning and willing to try new things; they take ownership of their learning and are self-motivated.
- Inspired to share and apply their learning: they can use their learning to improve their lives and the lives of others; they communicate their learning to inspire others.

Through learning that is focused on transferable skills, character, attitudes and dispositions, SISQ develops students who are:

- Prepared for the future: they embrace change and challenge; they adapt to new situations and think creatively to solve complex problems.
- Prepared to lead lives of integrity: they are principled and strong; they have a set of values that guide them when they make decisions.
- Prepared to be good global citizens: they are multilingual, open-minded and multicultural in their outlook; they are courageous, caring and prepared to take action to make their community and the world a better place.

### رسالتنا

من خلال المعاشرة والمشاركة ، والتعاون ، والشمولية والاهتمام ، تعمل المدرسة

- السويسرية على تطوير طلاب يتصفون بأنهم مشاركون ذكيّون ، يجدون الفرح في تعلمهم وتعلم الآخرين : إنهم فضليون ، ويتقنون وتحظّون للتعلم.
- مشبعون من أفسّهم ، يتعلّمون بسعادة بأنفسهم ، يتمتعون بصحة جيدة ، ومتوازنون ، وواقّعون اجتماعاً لهم سعادات ذاتيّة.
- مشبعون من أحبابهم : يطّورون لعلاقات ذات مغزى : إنهم مرتبطون بالآخرين وبالعالم من حولهم وبالبيئة.

من خلال التعلم الاهداف و القائم على الاستقصاء ، والتحدي والإثمار ، تعمل

- المدرسة السويسرية على تطوير طلاب يتصفون بأنهم ذكيّون لمواصلة التعلم ، فهم فضليون ومتّسّلون ومستعدّون لتجربة
- أشياء جديدة : يتعلّمون بداعم ذاتيّة.
- ذكيّون لمشاركة ما تعلّموه وتطبّيقه ، يمكنهم استخدام ما تعلّموه لتحسين حياتهم وحياة الآخرين : ينقلون تعلّمهم إلى الآخرين.

من خلال التعلم الذي يرتكز على المهارات القابلة للنقل والمهارات الشخصية والمقابل والمتصرفات تعلم المدرسة السويسرية على تطوير طلاب يتصفون

- بأنهم مستعدون للمستقبل يبنّون التغيير والتحدي : يتكفّلون مع المواقف الجديدة ويدركّون بشكل خالق حلّ المشكلات المعقّدة.
- مستعدون لعيش حياة تتسم بالنزاهة : أصحاب مبادئ أقواء : لديهم حماسة وشغف للقيام التي توجههم عند التزاهة.
- مستعدون ليكونوا مواطنين عالميين صالحين : فهم متعددو اللغات ومتّسّلون ومتعدّدو الثقافات في ظاهرتهم : إنهم شعاعون ومهتمون.
- ومستعدون لاتخاذ إجراءات لجعل مجتمعهم والعالم مكاناً أفضل.

### Notre Mission

Au travers d'expériences d'apprentissage amusantes, intéressantes, holistiques, collaboratives, positives, SISQ encourage les apprenants à devenir:

- Intellectuellement accomplis: ils prennent plaisir à apprendre individuellement et collectivement. Ils sont curieux, intéressés et passionnés par leur apprentissage.
- Emotionnellement aptes: ils savent s'apprécier, ils sont positifs, équilibrés et sûrs d'eux-mêmes.
- Socialement compétents: ils développent des relations significatives avec les autres, ils vivent en harmonie avec les autres, le monde et l'environnement.

Au travers d'un apprentissage centré sur la recherche, significatif, comportant des défis, authentique et innovant, SISQ encourage les apprenants à devenir:

- Toujours prêts à apprendre : ils sont curieux, ils posent des questions et sont prêts à innover, ils sont responsables de leur apprentissage et intrinsèquement motivés.
- Toujours prêts à partager et à appliquer leurs connaissances : capables d'utiliser leurs compétences pour transformer positivement leur existence et celle des autres, ils transforment leurs apprentissages pour inspirer autrui.

Grâce à un apprentissage orienté vers des compétences de transfert, l'édition du caractère, créant des attitudes et une disposition psychologique bénéfiques, SISQ encourage les étudiants à devenir:

- Prêts pour l'avenir : ils acceptent le changement et les défis, s'adaptent à de nouvelles situations et résolvent des questions complexes grâce à leur créativité.
- Déterminés à vivre de manière éthique, ils suivent leurs principes et sont intègres. Leur valeurs les guident dans la prise de décisions.
- En tant que citoyens du monde: ils parlent plusieurs langues, pratiquent l'ouverture d'esprit en se confrontant à de multiples perspectives. Ils sont courageux, attentionnés et prêts à l'action pour transformer positivement leur communauté et le monde.



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## Our Mission

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*This policy applies to all students, faculty, staff, and parents involved in after-school activities organised or authorised by SISQ.*

## Scope

This policy applies to all students, faculty, staff, and parents involved in after-school activities organised or authorised by SISQ.

## Aim

At The Swiss International School Qatar (SISQ) we recognise the importance of offering students opportunities to engage in activities beyond the classroom, as we consider this crucial for their holistic growth. Our Extra-Curricular Activities (ECA) programme is thoughtfully crafted to cultivate a sense of community, nurture leadership abilities, and empower students to explore and pursue their passions and interests in a safe environment.



## Introduction

SISQ has adopted an ECA management system called **CLUBSYS**. This system allows ECA options to be published to parents and for parents to make preference-based selections for their children. To access CLUBSYS, visit the Swiss International School website and click on the **Community HUB** section.

The ECA Coordinators will collate and enter all ECA options into CLUBSYS on a termly basis. To ensure that students are able to get into one of their preferred clubs, the registration schedule will be staggered over 3 days with there being a first–third choice option. The system will open each day at 6:00 p.m. during the registration block for parents to make their preference-based choices. Once parents have made their selections, they will receive an email confirming which ECAs their child has been allocated, directly from CLUBSYS.

## Expectations

- Teachers are expected to run **one club** during each of the ECA blocks.
- Staff wishing to offer booster/revision sessions should do so in addition to their allocated ECA.
- Staff members should offer an ECA relevant to the level in which they work (PYP, MYP/ DP) unless agreed with the ECA Coordinators.
- Learning Assistants are welcome to run or support an ECA if they wish.
- All ECAs should have a minimum of **5 students** or the teacher will be allocated another ECA to support.
- If a member of staff knows in advance that they are going to be absent on the day of their activity, they must organise cover for their ECA and let the ECA Coordinator know.
- If a member of staff emails/phones in sick on the day of their ECA, they must inform the ECA Coordinator so that emergency cover can be arranged.
- Cancellation of an ECA will only happen as a **last resort**.

## Overview of System

SISQ will provide a diverse selection of after-school activities. Alongside sports-centred options like Football, Netball, Basketball, Badminton, we also provide a selection of cultural and service-oriented activities that align with our commitment to delivering a comprehensive educational experience.

- ECAs are available to all children from KG to DP.
  - » G1 to DP will have ECAs from Block 1.
  - » KG will begin ECAs from Block 2.
- PYP ECAs are scheduled Monday – Wednesday from 2:10 p.m. to 3:00 p.m.
- MYP ECAs will take place on Monday's and Wednesday's from 2:10 p.m. to 3:00 p.m.
- Children from KG–G5 will be taken to the canteen by a member of staff, to be registered for their ECA.
- Teacher–Student Ratio is 1:20. Groups over this size will require a second adult.
- MYP students can walk independently to their designated ECA.
- ECA Leaders should come to the canteen no later than 2:05 p.m. to collect their group and lead them to their designated classroom.



- Children should be active for the duration of their activity, and work should be progressive.
- ECA Leaders should not add or remove students from the ECA Register. This must be discussed with the ECA Coordinator, who will make the necessary changes.

## Registration

- ECA Leaders are responsible for taking the online register on the CLUBSYS system by 2:10 p.m.
- The ECA Leader should register all students in attendance as "Yes."
- Any staff member who fails to complete the register will be notified by the School Life team.

## In case of Emergency

At **2:15 p.m.**, the ECA lists will be printed from the CLUBSYS platform by the School Life Coordinator or a designated member of the admin team. Normal procedures will then be followed with these lists used to ensure that all students have been accounted for.

## Absence from ECAs

- After the registers have been taken, an **automatic email** will be sent to parents if the child is absent. Parents should always notify the School Life Coordinator if their child is not attending an ECA for any reason, as this will avoid their child being removed from the register.
- Children who miss **2 consecutive ECA sessions** will be removed from the ECA Register and the parents will be notified.

## Dismissal

- ECA Leaders must remain with their students until they are collected by their responsible adult.
- **PYP:** If a student has not been collected by 3:10 p.m., they will be taken to the canteen for late pick-up. Parents will be contacted by the member of staff on duty if their child is registered for late pick-up.

## Equipment

- Any equipment needed for an activity must be organised in advance.
- If PE equipment is needed, please see a member of the PE team and the equipment will be organised and brought to your ECA area.
- All equipment must be returned by the activity teacher to the correct areas after their ECA.

## Cancellation of ECAs

- An ECA may be cancelled due to insufficient participation or if a member of staff is absent due to sickness.
- ECAs will only be cancelled if absolutely necessary. If an ECA needs to be cancelled, the parents will be informed ASAP.
- The school reserves the right to cancel or suspend any after-school activity due to insufficient participation, safety concerns, or other valid reasons.



## Liability

- SISQ will take reasonable precautions to ensure student safety during after-school activities but is not liable for any accidents or injuries that may occur.

## Implementation

- This policy will be disseminated to all stakeholders and reviewed annually to ensure its effectiveness and relevance. Any changes or updates to the policy will be communicated to the school community promptly.