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| <b>Approved by:</b> | C. Dando | <b>Reviewed:</b> | September 2019 |

# Dubai English Speaking School

# ECA OVERVIEW FOR PARENTS



## ECA OVERVIEW

- All teachers will be involved in the running of an ECA during the course of the year.
- Booster and extension classes before and after school are classed as an ECA.
- DESS Activities are available to all children from Year 1 to Year 6 (paid activities from FS2).
- All DESS ECAs start and end on a set date each term. These dates will be communicated to parents each term.
- It is the responsibility of the teacher in charge of the ECA to keep an accurate register each week for the purposes of health and safety. If your child will not be attending their ECA, please notify the ECA Coordinator by emailing [dessparentrelations@dessc.sch.ae](mailto:dessparentrelations@dessc.sch.ae) and she will notify the teacher in charge of the ECA.
- Most activities begin at 2.45pm and finish at 3.30pm (Thursday times vary). Some sports activities may run from 2.45 - 3.45/4.00pm, depending on fixture timings or at the discretion of the outside provider.
- Children will be active for the duration of their activity and work will be progressive.
- It is the ECA teacher's responsibility to remain with your child until all children have been collected. Any child not collected **15 minutes after the activity has finished** will be taken to Reception and their parents telephoned.
- If a member of staff phones in sick on the day of their ECA, cover will be provided. Where possible, no activities should be cancelled; however, in the event of an ECA cancellation, parents will be notified during the course of the day.
- If you have any queries about ECAs, please contact the ECA Coordinator by emailing [dessparentrelations@dessc.sch.ae](mailto:dessparentrelations@dessc.sch.ae).

## LATE PICK UP CHARGE

Any child not collected 15 minutes after the end of the school day or after the end of an ECA will be brought to Reception and signed in the Late Folder. The ECA Coordinator will monitor late pick-ups and will contact parents informing them that if they are late collecting children they may incur a late collection charge of 100dhs which will be invoiced by the Accounts Department.