

نويا
مدرسة بريطانية



NOYA
BRITISH SCHOOL

Events Policy

Policy	Events Policy
Policy issued	August 2025
Next review	August 2026
Lead Professional	Principal / Senior Leadership Team

1. Introduction

Noya British School is committed to organising high-quality, inclusive events that enrich the educational experience of every student and strengthen our school community. Events play an important role in celebrating student achievement, promoting cultural understanding and fostering a positive school environment.

This policy sets out Noya's requirements for the planning, delivery and charging for school events in full alignment with the Abu Dhabi Department of Education and Knowledge (ADEK) School Extracurricular Activities and Events Policy (v1.2), ADEK Fees Policy (v1.1), ADEK Parent Engagement Policy (v1.2) and ADEK In-School Specialist Services Policy (v1.2).

This policy is published on the School's website in English and is reviewed annually.

2. Purpose

This policy aims to:

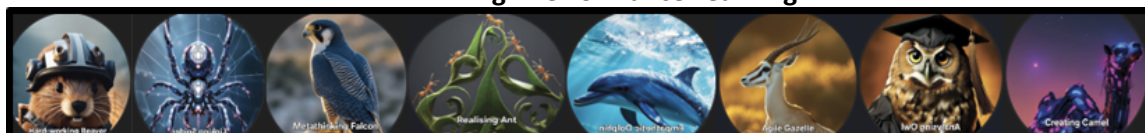
- Define the School's approach to organising events that are inclusive, safe and beneficial to all students.
- Set out the School's approach to event charges, ensuring transparency, fairness and full compliance with ADEK regulations.
- Establish clear procedures for the planning, approval, safe delivery and communication of events.
- Protect the well-being of all students and uphold the duty of care expected of the school.
- Facilitate meaningful parent engagement in school events.

3. Scope

This policy applies to:

- All students enrolled at Noya British School.
- All staff members, event organisers, external providers, volunteers and parent volunteers involved in the delivery of school events.
- All parents and guardians of enrolled students.
- All events organised by the school, whether on-campus, off-campus, or at external venues.

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4. Definitions

Event	A social or public occasion organised by the school, including competitions, lectures, performances, sports days, National Day celebrations and graduation ceremonies.
Event Coordinator	A designated staff member responsible for planning and managing a specific school event.
Charged Event	An event organised by the School for which an attendance or participation charge applies, following ADEK approval.
Event Charges	Charges applied to certain optional events to cover delivery costs, in compliance with ADEK policies.
Graduation Ceremony	An official event to confer certificates to students who have completed an educational stage.
Parent	The person legally liable for a child, as defined by Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema).
Risk Assessment	A systematic process of evaluating potential risks involved in an activity or event.
DLP	Documented Learning Plan — a personalised plan for students with additional learning needs.

5. Events

5.1 Types of Events

Noya British Academy organises a range of events throughout the academic year. These include, but are not limited to:

- Academic events (science fairs, debate competitions, academic showcases).
- Cultural and performing arts events (music concerts, drama productions, art exhibitions).
- Sports events (inter-school competitions, sports days, tournaments).
- Community and social events (National Day celebrations, Winter Wonderland).
- Formal ceremonies (graduation ceremonies, awards evenings).
- Parent engagement events (open days, information evenings, curriculum workshops).

5.2 Eligibility and Participation

All students are eligible to participate in school events. Eligibility criteria for specific competitive

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or performance events (e.g. auditions, selection trials) shall be communicated to students and parents in advance through school communications.

5.3 Dress Code

A dress code consistent with UAE cultural values and the School's Uniform Policy shall apply to all events. Specific dress code guidance for individual events (e.g. formal wear for graduation, sports kit for competitions) shall be communicated to parents at least one week prior to the event.

5.4 Conduct Expectations

All attendees at school events — including students, parents, guests and staff — are expected to conduct themselves in accordance with:

- The Student Code of Conduct (ADEK Student Behaviour Policy).
- The Parent Code of Conduct (as outlined in the Parent-School Agreement and ADEK Parent Engagement Policy).
- The ADEK Cultural Consideration Policy.

The school reserves the right to ask any person whose behaviour is inconsistent with these expectations to leave the event. Parents who fail to comply with the code of conduct may, at the school's discretion, be denied access to the school premises.

5.5 Health, Safety and Risk Assessment

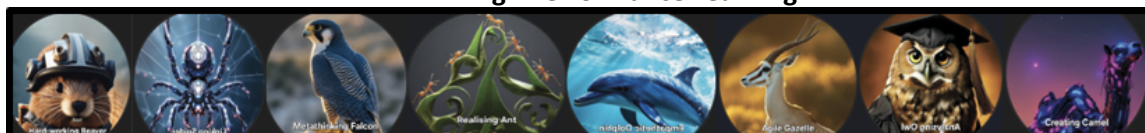
The relevant Event Coordinator and School OSM shall prepare a risk assessment and emergency plan for every event. Safety requirements include:

- A well-stocked first aid kit and a qualified first-aider shall be present at all events.
- Emergency response procedures shall be communicated to all supervising staff prior to the event.
- Weather conditions and any special needs of participants shall be accounted for in planning.
- All events shall comply with the ADEK Health and Safety Policy and the School's Health and Safety procedures.

5.6 Photography

The school may organise photography and video recording at events. Written parental consent shall be obtained before any images or recordings of students are taken or published. Photography and digital media practices shall comply with the ADEK Digital Policy and the School's Digital Policy.

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5.7 Graduation Ceremonies

In compliance with ADEK requirements:

- Parents of all graduating students shall be formally invited.
- No charges shall be charged for the ceremony itself or for the distribution of certificates.
- Parents shall not be requested to purchase materials for use in the ceremony.

ADEK Requirement: No charges may be applied to graduation ceremonies or for the distribution of certificates. Parents may not be required to purchase materials for graduation (ADEK Events Policy, Section 4.4).

5.8 ADEK Approval for Events

The School shall seek ADEK approval for events where required, including:

- Events or performances hosted at non-educational venues (e.g. hotels or external arenas).
- Events for which charges apply.
- Events involving invited external visitors or providers.

Approval shall be sought at least 15 working days before the event, or as specified by ADEK for the relevant event type.

5.9 Parental Consent

Signed parental consent shall be obtained for every student participating in an event where required. Consent forms shall include, at minimum:

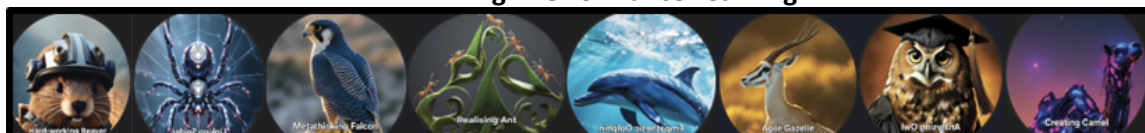
- Type and objective of the event.
- Date, time and location.
- Name(s) and contact details of the responsible Event Coordinator.
- Transportation arrangements (where applicable).
- Any charges applicable.
- Emergency contact details requested from parents.

Signed consent forms shall be retained by the Event Coordinator in line with the ADEK Records Policy.

5.10 Records

The school shall maintain records for all events, including: student participant lists, parental consent forms, external provider details, risk assessments, emergency plans and any health and safety incident reports. Records shall be made available to ADEK upon request.

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6. Event Charges

6.1 Guiding Principles

Noya British Academy is committed to providing equitable access to school events. The following principles govern all charging decisions:

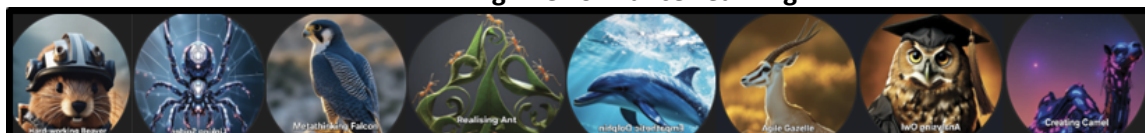
- Many events shall be free to attend, particularly those forming part of normal school life and led by school staff.
- Where charges apply, they shall be reasonable and proportionate to the actual costs of delivery.
- No charges shall be collected for a charged event until ADEK approval has been obtained.
- No charges shall ever be applied to graduation ceremonies or for the distribution of certificates.
- Charging decisions shall be taken at the discretion of the Principal in consultation with the Senior Leadership Team.

6.2 Events for Which Charges Apply

Subject to ADEK approval, the school may, at its discretion, charge charges for the following types of events and activities:

Category	Examples	ADEK Approval Required?
Ticketed performances / productions	School play, annual concert	Yes — if hosted at non-school venue
Off-campus field trips	Museum visits, cultural excursions, adventure activities	Yes — field trips require ADEK application
Overseas educational trips	Study tours, international competitions, exchange programmes	Yes — 2 months prior
Ticketed performances / productions	School play, annual concert (ticket sales only)	Yes — if hosted at non-school venue
Inter-school sports competitions	Tournaments hosted by Noya with external teams	Yes — if external providers involved
Specialist workshops with external providers	STEM workshops, art masterclasses by visiting artists	Yes — external providers
Exchange programmes	International student exchange (host/outbound)	Yes — 2 months prior
Optional merchandise / memorabilia	Yearbooks, event T-shirts (voluntary purchase only)	No — not a compulsory event charge

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6.3 Events and Activities That Are Always Free

The following shall never attract a charge to parents or students:

- Graduation ceremonies and certificate distribution.
- Standard school events that form part of the curriculum or assessment process.
- Events organised solely by school staff or volunteers, unless the school determines a nominal materials cost is justified and has sought ADEK approval.
- Participation in school-wide community events (National Day, Remembrance, Eid celebrations, etc.).

6.4 Charges-Setting Process and School Discretion

The Principal, in consultation with the Senior Leadership Team, holds discretion to determine which events attract a charge and the level of that charge, subject to the following process:

1. The Event Coordinator prepares a cost breakdown for any proposed charged event.
2. The Principal reviews and approves the charge level, ensuring it is reasonable and covers only actual costs.
3. The school applies to ADEK for approval before any charge is collected.
4. Charges are reviewed annually as part of the school's annual review cycle.

6.5 Charges Transparency and Communication

For every charged event, the following information shall be communicated to parents in advance:

- The total charge and what it covers.
- Payment method and deadline.
- Whether participation is optional.

6.6 Charge Collection

Charges shall be collected in line with ADEK requirements:

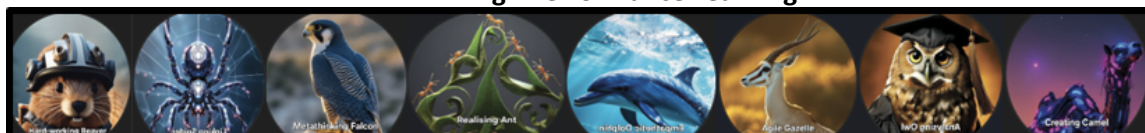
- Event charges are separate from tuition fees.
- Applicable UAE VAT regulations shall be followed.
- Payment schedules and methods shall be clearly communicated.
- The school shall not collect any charges until ADEK approval has been obtained.

6.7 Refund and Cancellation

The school's refund policy for event charges shall be:

- A full refund shall be issued if the school cancels an event.

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- A full refund shall be issued if a student is unable to attend due to illness, subject to written notification from the parent.
- If a student withdraws after the event has commenced or within an agreed cancellation window, the school shall determine any proportionate refund at its discretion.
- No refund is payable for voluntary merchandise or memorabilia purchases once items have been produced.

Refund procedures and timelines shall be communicated to parents at the point of charge collection. Parents may raise concerns about charges or refunds through the School's Complaints Policy.

6.8 Waiver and Accessibility

The school is committed to ensuring that financial circumstances do not prevent any student from participating in school events. Where a family demonstrates genuine financial hardship:

- The Principal may, at their discretion, waive or reduce an event charge.
- Such cases shall be handled with full confidentiality and no student shall be identified to peers or staff as having received a charge waiver.

7. Parent Engagement

Consistent with the ADEK Parent Engagement Policy, Noya shall:

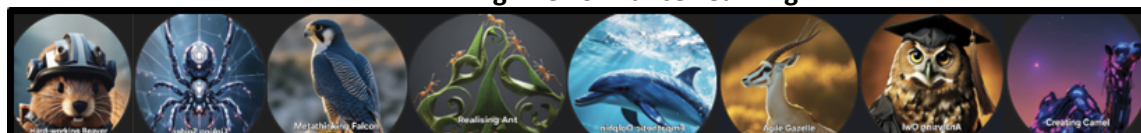
- Communicate event programmes, charges, dress codes and consent requirements at least three weeks before each event.
- Actively encourage parents to attend school events as spectators and volunteers.
- Invite parents to volunteer at events, subject to PASS registration, security clearance and student protection training.
- Invite parents to at least one Open Day per year to visit their child's learning environment.
- Ensure parents are notified promptly of any changes, cancellations, or emergencies relating to events.
- Maintain a mass notification system for urgent communications.
- Engage parents in the School's Governing Board and Parent Council.

8. Health, Safety and Safeguarding

All school events shall comply with the ADEK Health and Safety Policy and the ADEK Student Protection Policy. Key requirements:

- A qualified first-aider and a stocked first aid kit shall be present at all events.
- Any external provider, parent volunteer, or visitor interacting with students shall read and sign the ADEK Student Protection Policy.

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- All event organisers and supervisors shall comply with the ADEK Professional Code of Ethics Policy and Code of Conduct for Education Professionals in General Education (MoE, 2022).
- Health and safety incidents occurring during events shall be reported to the Principal and logged on the Al Adaa System with a root cause analysis.
- Where transportation is arranged for an event, it shall comply with the ADEK Transportation Policy, including ITC notification requirements.

9. Compliance

This policy is effective from the start of Academic Year 2025/26. All staff, event organisers and external providers are required to comply fully with its requirements.

10. Policy Review

This policy shall be reviewed annually by the Principal and Senior Leadership Team, prior to the start of each Academic Year, or more frequently in the event of:

- An update to any referenced ADEK policy.
- A significant change in the school's events programme.
- A recommendation arising from a health and safety incident review.

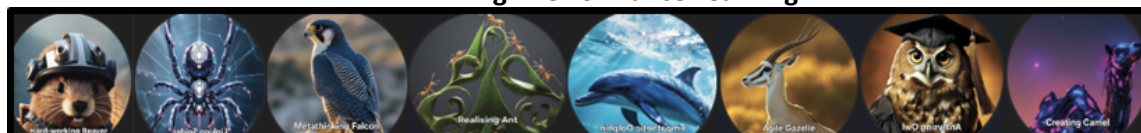
Amendments shall be communicated to all staff, parents and relevant stakeholders and published on the school website.

11. References

This policy has been developed in alignment with the following ADEK policies and legal instruments:

- ADEK School Extracurricular Activities and Events Policy, Version 1.2 (November 2025)
- ADEK School Fees Policy, Version 1.1 (September 2024)
- ADEK School Parent Engagement Policy, Version 1.2 (November 2025)
- ADEK School In-School Specialist Services Policy, Version 1.2 (September 2024)
- ADEK School Health and Safety Policy
- ADEK School Student Protection Policy
- ADEK School Transportation Policy
- ADEK School Records Policy
- ADEK School Digital Policy
- ADEK School Cultural Consideration Policy
- Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema)
- Federal Decree Law No. (3) of 2021 Regarding Regulating Donations

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- Federal Decree Law No. (8) of 2017 on Value Added Tax and its amendments
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties
- Ministry of Education (MoE). (2022). Code of Conduct for Education Professionals in General Education.



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