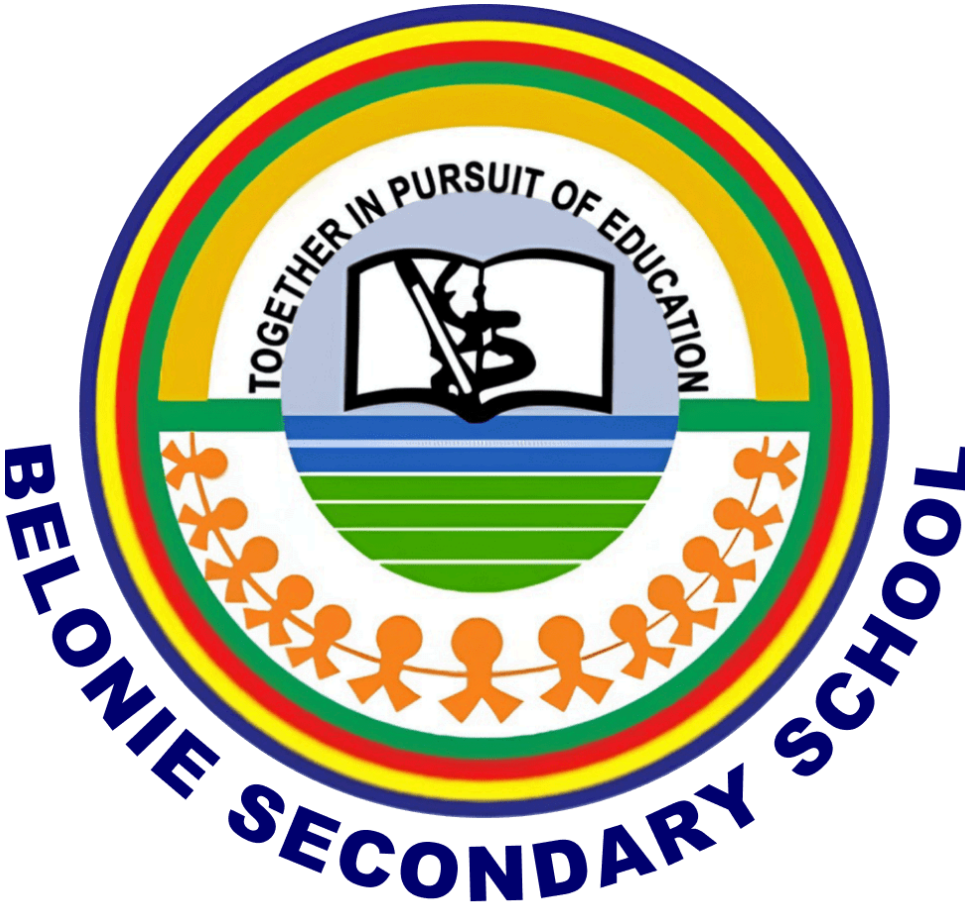
Belonie Secondary School



ECA Guidelines

INTRODUCTION

ECA are Extra Curricular Activities that provide learners with opportunities to showcase their talents and skills. Hence, encourage the school's participation in co-curricular activities and reinforce the basics learnt during regular class hours. Participation in such activities contributes to developing attitudes and skills for education for life.

RATIONALE

Students' learning is greatly affected by the quality of teaching they experience. Therefore, teachers must ensure that their teaching skills, knowledge, and commitment are of the highest standard. Teachers are expected to ensure that children who are experiencing difficulty or becoming demotivated are identified early and given the necessary support, encouragement, guidance and, if necessary, different teaching styles and differentiated tasks.

AIMS

Provide students with a myriad of opportunities to develop personal skills, thus promoting their holistic development.

GUIDELINES

We believe that holistic education extends beyond the confines of traditional classroom teaching and that extra-curricular activities play a vital role in a student's development. With this perspective, we have established the following guidelines to streamline and enhance the conduct and administration of our ECA programs:

- ECA is done after school from 2:30 pm to 3:30 pm.

  Or

- ECA is done every Friday from 1:50 pm to 2:30 pm.
- All members of staff should be involved in conducting an ECA club.
- All pupils should have equal opportunity to enrol in an ECA club that she/he chooses as of

the beginning of the term.

- It is the responsibility of the ECA coordinator to ensure that all parents of students participating in an ECA club are informed in a letter of the days, time and club objectives as of the beginning of the term. Parents should sign and return the letter to the coordinator promptly.
- Any child whose parent has not signed their letters is not to be accepted in the club and should not be in the school compound during that time.
- All ECA club facilitators should have a register which should be taken before each session.
- The ECA club facilitator should inform the coordinator if a child is absent.
- The ECA coordinator should ensure that all clubs are meeting on their respective days at the designated place and the time is respected.
- All students must be punctual to their respective ECA clubs.
- All ECA Facilitators should have their action plan at the beginning of the term.
- Should the club require extra clothing, it is the responsibility of the facilitator to inform the students in advance.
- Requests to transfer from one club to another (both students and staff) should be done through the ECA coordinator.
- Any other organisation that wishes to conduct an ECA club involving the students of English River Secondary School, should contact the headteacher and seek permission to distribute a consent letter to the parents.