

Firhouse Educate Together N.S.

After-school Classes and Activities: Policy and Guidelines

The Board of Management of Firhouse Educate Together N.S. is favourable to after-school classes/activities being offered to its pupils on the school premises and within the school grounds bearing in mind the criteria and operational issues listed below. The Board is sensitive to the needs of the school community and to the educational enrichment of the children.

As is made clear in DES Circular 16/05, the decision in relation to after-school activities ultimately lies with the Board of Management whose first priority is at all times the best interests of the school, its teachers and pupils. In addition, as an Educate Together school, the Board seeks to support the relationship between the school and the wider community, and aspires to involve parents in a democratic way that at the same time respects the fact that we are part of a professional school environment. The Board welcomes written proposals, via the Principal, offering classes to the school's pupils, both from within the school community and from private individuals or groups. All submissions will be given due consideration. Patron and Board approval is required for all such activities, and a contract (see Appendix 1), 'After-School Classes/Activities Contract' will be completed before formal approval is given for the activity or class to begin and Guidelines (see Appendix 3) must also be followed.

Criteria: In considering and approving activities and classes, the Board will take account of the following criteria for which the organiser(s) is/are responsible:

- Preference will be given to proposed activities which can be shown to be complementary to the in-school curriculum – i.e. have an educational component.
- Ethos: the activity/class is in conformity and does not conflict with the Educate Together ethos of the school.
- Principles: that it aligns, both in theory and practice, with the four principles of Educate Together schools: * Multi-denominational (and thus is respectful of all faiths, even if concerned with one specific faith), * Child-centred, * Co-educational (and thus all aspects of the proposed activity must be provided on the same basis to boys and girls together), * Democratic.
- Inclusive: that the organiser(s) endeavour, in so far as is possible and feasible, to ensure that the activity/class is inclusive of all children, and to be sensitive to children with special needs, varying religious and cultural beliefs. Only children from Firhouse Educate Together National School will be involved in these activities/classes.
- Qualifications: the activity/class will be run by suitably qualified and competent instructors /teachers/coaches. The Board will need evidence of qualifications/experience.

Note: The School reserves the right to refuse engagement with any person or organisation at its absolute discretion.

Conditions in relation to the use of School property by outside bodies:

- Child Protection: that everyone involved is familiar with and has access to the school child protection policy.
- Health and Safety:

The school health and safety policy is adhered to. Groups using school facilities are required to abide by signs on display, to adhere to school rules, health and safety requirements, including no smoking stipulations and to other relevant school policies, procedures and other measures in place to safeguard the safety and welfare of the school's pupils.

The group are required to comply with the school's Safety Statement and Fire Evacuation Procedure and to confirm that they comply with all relevant legislative and other requirements including Health and Safety, Child Protection and Garda Vetting.

Any incidents which occur on school premises which could give rise to an insurance claim or which fall to be reported under the Health and Safety Policy must be reported to the Principal, Collette Dunne immediately or as soon as practically possible.

First aid kits are supplied by the organiser and accessible by the instructor/coach/teacher

Accident/incident reports are available and used.

Knowledge of exit points and fire safety drill

Nuts are not permitted in the school due to severe nut allergies. Organisers must ensure that all children with allergies are catered for.

Adequate supervision.

The organiser and instructor/coach/after-school teacher are responsible for the safety and well-being of the children during the after-school / extra curricular period.

*The facilities used must be left in a clean and tidy condition in their original state and all property belonging to the group removed/stored as agreed.

*Any damage to property or equipment must be reported in writing to the Principal: Collette Dunne. The Board of Management / Property Owners (DES) reserves the right to recoup any costs incurred

*The Principal and/or Board of Management will decide the limitation of numbers at any such meetings/activity.

*Notice of meeting/activity/event to be given in writing at least one week in advance.

*Meeting/activities can be held only at times sanctioned by the Principal/Board of Management.

*Comprehensive insurance cover must be effected by the organisation and must indemnify the Board of Management, the Patron and the Minister for Education & Skills/Property Owners/Trustees from any liability arising from the Organisation/body's presence on school property.

*As a condition of hire, the school is authorised to make any enquiries it deems necessary with the Organisation/body's insurance company.

*Requests made by the Board Representative/Caretaker on duty during meeting/activity times are to be complied with promptly and in full.

* School property is to be vacated at the appointed times.

*The activity/course organiser and teacher/coach/instructor must have a list of participating children as well as their parent contact details.

*Children not involved in an after-school activity must leave the school grounds at the normal closing times.

*If a child attends school but will not be attending his/her scheduled after school activity, it is imperative that the parent(s)/guardian(s) notify the parent supervisor and/or the instructor of the after-school activity; these phone numbers should be made available to parents/guardians before the after-school activities begin.

*Children are to be collected from classes if necessary, brought to the designated room, and escorted to the yard or pick-up point at the car parking area where organisers ensure that each child is picked up by their parent/guardian/childminder. This must be done in a way, approved by the school staff, which does not create any artificial segregation of the pupils.

*Positive Behaviour: the instructors/teachers/coaches need to familiarise themselves with the school positive behaviour policy, in particular the positive language used in school and values such as kindness, respect and empathy that both children and adults are expected to display. In the event of non-compliance with the positive behaviour policy, a child or children may be asked to leave the activity/class, or, in extreme cases, the activity/class will be ended by the Board.

*The Organisation/body is responsible for ensuring that all members using school facilities are aware of these conditions.

*Board of Management is not responsible for organisational, promotional, financial or other arrangements relating to after-school activities or classes; however, the Board must be satisfied that the following operational issues have been addressed fully:

- Suitability/availability of accommodation in the school building for the proposed activity/class.
- Garda vetting: all instructors/teachers/coaches must have garda vetting related to Firhouse Educate Together N.S. This vetting is done through our Patron, Educate Together. Forms to be sent to Educate Together, following authorisation by the Principal/Chairperson, and are available in the school office.
- Contract: organiser(s) with responsibility for the activity/course will ensure that a contract for a specified period, agreed by the school Patron, Educate Together, the Board of Management and organiser(s) (see Appendix 1) is signed by all three parties. Any one contract shall not exceed a school year, but further contracts for a similar activity will be considered for subsequent periods if desired.
- An agreed deposit to be lodged as a token of the responsibility of the organisation.
- A fee is payable for the use of school facilities. These charges are determined from time to time by the Board of Management and organisations informed in writing of same.
- Supervision: in addition to the instructor/coach/after-school teacher, the Board requires that there will be a minimum of one teacher or a parent supervisor, also garda vetted, who will be on hand to assist in an emergency. This supervisor may not, during this time, be accompanied by another child, whether younger or older.
- Insurance: organiser(s) of activity/course is/are responsible for insurance; proof of comprehensive insurance must be checked and, if an activity is not covered, additional insurance will be necessary. Comprehensive insurance cover must be effected by the organisation and must indemnify the Board of Management, the Patron and the Minister for Education & Skills/Property Owners/Trustees from any liability arising from the Organisation/body's presence on school property. As a condition of hire, the school is authorised to make any enquiries it deems necessary with the Organisation/body's insurance company.
- Activities/Courses: exclusivity in providing activities and/or courses is not guaranteed by the Board of Management; additional proposals will be afforded similar consideration.

- Schedule: details of activities/courses including dates, times etc. will be provided by the organiser to the Board and to participating families, and will be displayed on the school community noticeboard.
- The organiser is responsible for informing participating families of the dates and times of the classes and any changes made to the schedule and should confirm same with the school.
- Use of school facilities: the organisers will supply all their own materials and equipment. If school equipment is being used with the school's prior permission, it must be used only by the designated organiser/instructor/coach/teacher. Use of other equipment may be possible after consultation with the Principal, and provided this equipment is taken care of and/or replaced if necessary. The allocated room shall be used solely for the agreed activity.
- No loss must accrue to the Board of Management/Patron/Property Owners/Trustees and/or the Department of Education & Skills from the organisers' use of School's facilities.
- Additional costs: arrangements must be made in advance and in consultation with the Principal and Board in relation to costs pertaining to heating, lighting, cleaning and for maintenance of the area used during the after-school activities. At the Board's discretion, any such costs must be reimbursed to the school.
- It will be agreed in advance with the Principal, staff and Board which room(s) will be used. Cleaning of these rooms is the responsibility of the organiser/provider of the activity/course; respect is important for everything in the room(s) and the room(s) should be left as they are found. Any breakages or damage during the activities/courses must be reported to the Principal/Board, and the school must be indemnified against any expenditure arising from it.
- Any income tax liabilities are the sole responsibility of the course organiser.
- The Board shall not accept any responsibility for loss or damage to personal effects while the premises is being used.
- The Board reserves the right to terminate the contract at any time at its sole discretion if it is deemed necessary. In such cases, a written explanation will be provided. The decision of the Board is final in such matters.
- Should activities/courses be cancelled, the organiser must refund monies paid, or schedule an additional class.

Parents/Guardians:

Parents/Guardians who wish to enrol a child in an after-school activity/course must:

- *Register with PGTA, pay the full fee for the course (if there is a fee), provide contact details and agree to the arrangements for the activity/class by signing a form at enrolment.
- *Sign the Parents' Registration and Agreement Form in Appendix 2.
- *Parents/Guardians should inform themselves of the dates and times of the classes and confirm same with the after school organiser and/or instructor.
- *Children are to be collected punctually in the school yard, where their parents/guardians wait for them, at the end of the activity/class.
- * In the event that a parent/guardian is late to pick up their child at the end of the afterschool activity period, the organiser and/or instructor must be informed immediately.

- *The school staff is not responsible for these activities/classes.
- *The school is not responsible for cancellation of classes or any related supervision and notification of parents.
- *All inquiries should be made directly to the class instructor/organiser (not the school office).
- *The phone number and other contact details for after-school activities/classes must be made available to all participating families.
- *Locking up of the school and security are the responsibility of the organiser and procedures for this will be pre-arranged with the Principal before the classes/activities begin.

Religious Instruction: Firhouse Educate Together National School respects all children and families equally regardless of social, cultural or religious backgrounds. During the school day, the children are taught an ethical education curriculum entitled, 'Learn Together.' This curriculum is divided into four strands:

- Moral and Spiritual Development
- Equality and Justice
- Belief and Non-belief Systems
- Ethics and the Environment

In line with all Educate Together schools, Firhouse Educate Together has no religious, doctrinal instruction during the school day. In this way and others, we ensure that 'no child is an outsider' and everyone's beliefs are respected. Faith formation or religious instruction is the responsibility of parents, in association with their local faith community (Parish, etc). It is not part of the function of an Educate Together school. However, the Board of Management will, as far as possible, facilitate parents who wish to set up after-school religious instruction classes on the school premises for children of their faith who attend the school, provided that the Board is satisfied that the holding of such activity will not, either explicitly or implicitly, impinge negatively on the school ethos.

These classes are a parent-organised, after-school-hours, optional activity at the school which can involve the support of local religious organisations. The responsibility for religious formation is clearly placed with the family and their religious organisation, while the school provides an atmosphere which respects that choice. In turn, sensitivity by those organising, attending and giving these classes is a sine qua non. The establishment, organisation of religious formation classes is subject to the provisions and guidelines contained in this policy. In addition, the Board must be satisfied as to the credentials, qualifications and sensitivity of the religious instruction teacher to the Educate Together ethos. The religious instruction teacher must not be a member of the Firhouse Educate Together staff or Board.

Evaluation:

The Board reserves the right to conduct regular checks on after-school activities/classes that are being run in the school to ensure their compliance with this and other related policies (as mentioned above). At the end of the specified period in the contract, the Board will review the activity/class before sanctioning a further contract agreement with the organiser(s).

This policy, initiated in 2016, updated December 2017, has been compiled by staff, PGTA, Board of Management and the school's Patron Body Educate Together and has been reviewed in January 2019. It is available to all, including parents/guardians, on the school website.

This policy will be reviewed by the Board of Management once in every school year.

This policy was adopted by the Board of Management on _____

Date of next review: January 2020

Signed: _____

Francis Fullen: Chairperson of Board of Management

Signed: _____

Collette Dunne: Principal

Date: _____

Date: _____



Application for use of school room/facilities in
Firhouse Educate Together N.S.



1. Organisation Details

Name of Association/Group:	
Address:	
Contact no:	
Contact name and address:	
Contact no:	

0.

1. Facilities Required

Facilities/room required:	
Purpose/description of activity:	
Dates/days required:	
Times:	
Start date:	
Name and contact details of person who will be in charge:	
Contact no:	

0.

2. Insurance Details

Name and address of insurance company:	
Policy Number:	
Expiry date of policy:	

0.

The insurance policy must provide specific indemnity to the Patron, Trustees and Board of Management.

Please tick

3. Declaration/Authorisation to be signed on behalf of organisation

I/We agree to the conditions governing the use of Firhouse ETNS school property as specified on the form attached. I authorise the School to make such enquiries, as it deems necessary in connection with this application.

Signed: _____

Date: _____

4. Approval of application – to be completed by the school

Use of school facilities sanctioned	School Hall
Dates/days and times:	Thursday afternoons 13.05 to 15.05
Start date:	11th January 2018
Term/end date:	

The original insurance certificate has been inspected and a copy has been retained for the School records.

Please tick

Signed on behalf of the Schools Board of Management:

School: _____

Signed: _____

Date: _____

Signed on behalf of the Patron:

Signed: _____

Date: _____

A copy of the approved application should be given to the Applicant together with a copy of the approved conditions in relation to the use of School property by outside bodies.

I have read and agree with the Firhouse Educate Together After-School Activities Policy. I accept responsibility to ensure full compliance with it. I further agree to indemnify the school for any additional expenditure incurred by the school arising, directly or indirectly, from this activity.

Signed: _____

Date: _____

School Admin Use Only Date of Application: _____

Evidence of Insurance: Yes___ No___

Garda Vetting: Yes___ No___

Payment to the school: Yes___ No___

Approved by BOM on January 12th 2016

Signed:

date:

Chairperson: Francis Fullen

Principal: Collette Dunne

Appendix 2
Parents' Registration and Agreement Form
After-School Classes/Activities

Pupil's Name: _____

School Class: _____

After School Activity: _____

Day/Time of Activity: _____

Parent/Guardian's name: _____

Parent/Guardian's contact number _____

Childcare/Childminder Name: _____

Adult(s) authorised to collect pupil: _____

Payment: _____

I have read and agree with the Firhouse Educate Together After-School Activities Policy.
I accept responsibility to ensure full compliance with it.

Parent/Guardian Signed: _____

Date: _____

We have received payment outlined for the above activity.

Organiser of After School Class: Signed: _____

Date: _____

Appendix 3

Conditions for Firhouse Educate Together Extra Curricular Activities

1. Classes will start directly after school at 13.05 or 14.05 unless otherwise noted on the timetable. Children will go directly to the designated room/area in an orderly fashion and leave after class in the same way.
2. Children will respect the rights of others to learn in a secure and happy atmosphere and behave in a way that allows this.
3. Children will co-operate with instructions given by the organiser/after school instructor.
4. If a child is asked to leave a class, he/she will wait quietly with the teacher on supervision duty until the end of the class.
5. The organiser/after school instructor has a responsibility for the management and education of the children for his/her activity. Any inappropriate behaviour will be reported to the Extra Curricular Team who will inform the parents/guardians. Examples of misbehaviour in class are:
 - Talking in class when continuously and regularly asked not to.
 - Displaying cheeky or sulky behaviour
 - Verbal abuse of another child, teacher or parent supervisor.
 - Use of bad language.
6. If, after a warning the inappropriate behaviour continues, the child will be asked to leave the class permanently. **No refunds will be given.**
7. Children must leave the premises at 14.05 or 15.05, according to their normal arrangements. It is not the responsibility of the school or the school's supervising teacher to supervise children after this time. The after-school organiser/after school instructor must ensure children are collected as agreed with their parents and must contact parents to ensure same.
8. Children not enrolled in an activity must leave the school grounds at normal school closing times.
9. The organiser is responsible for informing participating families of the dates and times of the classes and any changes made to the schedule and should confirm same with the school.
10. The Parent Guardian Teacher Association, organiser/after school instructor or supervising teacher, are not responsible if your child fails to attend a class. Please remind your child of his/her class day and time. **If your child attends school but will not be attending his/her scheduled extra-curricular class, it is imperative that you, or your child, notify the organiser/after school instructor or supervising teacher of this.**
11. Children whose class is held in the school hall are not permitted to leave the hall itself without permission of the organiser/after school instructor.