



LEIXLIP
Educate Together National School

After-School Activities Policy and Guidelines

Introduction

This policy was formulated in November 2023 by the principal and teaching staff of Leixlip ETNS in consultation with parents and the Board of Management.

Rationale for Policy

The Board of Management of Leixlip Educate Together NS is favourable to after-school classes/activities being offered to its pupils on the school premises and within the school grounds. The Board is sensitive to the needs of the school community and to the educational enrichment of the children.

Guidelines and Approval

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. Patron and Board approval is required for all such activities (see Appendix 1), and an application and contract (see Appendix 2) will be completed and signed before formal approval is given for the activity or class to begin. The conditions as detailed in Appendix 3 must also be followed. This policy was formulated in keeping with the Department of Education Guidelines [2017] on the use of School Buildings outside of School Hours.

School Ethos

Leixlip ETNS is committed to the values laid down in the Educate Together Charter. Our school is learner-centred, equality-based, co-educational and democratically-run. As an Educate Together school, the Board seeks to support the relationship between the school and the wider community, and aspires to involve parents and guardians in a democratic way that at the same time respects the fact that we are part of a professional school environment.

This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect. This policy has been developed in line with the school's ethos and outlines our aim to foster a well ordered, caring, happy and secure atmosphere both during school hours and during after-school activities. This policy aims to ensure that any after-school activities offered will foster the above values, in a positive environment, while ensuring the safety of all.

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. Board sanction is required for all such activities. In considering and approving activities and classes the Board will take into account the suitability of the activity. The activity should not conflict with the school curriculum and ethos.

Criteria

In considering and approving activities and classes, the Board will take account of the following criteria:

- Preference will be given to proposed activities which can be shown to be complementary to the school curriculum – i.e. have an educational component.
- Ethos: the activity/class does not conflict with the ethos of the school.
- Inclusive: the activity provider should ensure that the activity/class is inclusive of all pupils of

Leixlip ETNS.

- Qualifications and Experience: Activity providers must be suitably qualified and competent in terms of the activity offered and in terms of experience in supervising large groups of children. The Board will require evidence of such qualifications/experience.
- Child Safeguarding: Activity providers must provide the Board of Management with evidence of having completed Tusla's Children's First training and of up-to-date Garda Vetting.
- Insurance: Activity providers must be adequately insured and provide the Board of Management with evidence of their Public Liability Insurance

Health and Safety:

The activity provider is responsible for the safety and well-being of pupils attending after-school activities. Activity providers must have first aid kits.

In the event of an accident or incident, accident/incident reports should be completed by the activity provider and a copy given to the school principal.

Activity providers must ensure they have a knowledge of exit points and fire safety procedures.

Activities should be adequately supervised, with at least two adults present on site for all activities.

Adequate supervision will be dependent on the activity provided, the age and care needs of the pupils and the qualifications and experience of the activity provider.

Activity providers must be aware of any medical and care needs of children attending after-school activities, and make provision to ensure those needs are met.

Nuts are not permitted in the school due to severe nut allergies.

Activity providers should be familiar with the school's Code of Positive Behaviour and the school's Anti-Bullying Policy, and these should be used as a reference for dealing with any misbehaviours or bullying incidents that may occur. In the event of incidents of bullying, and or serious or gross misbehaviours, a child or children may be asked to leave the activity/class, and if deemed necessary, the activity agreement may be terminated by the Board of Management. The activity provider is responsible for investigating and maintaining records in relation to such behaviours and of informing the principal of such matters.

Records and Communications

Activity provider

The activity provider is responsible for keeping an attendance list of participating children.

The activity provider is responsible for keeping updated parent/guardian contact details.

The activity provider is responsible for informing parents/guardians if the activity is postponed or cancelled and for ensuring that parents receive adequate notification of any change to the schedule of activities.

The activity provider must provide parents/guardians with a contact number at which they can be contacted during after-school activities.

The activity provider should provide the Board of Management and parents with a schedule of activities including dates, times etc.

Parents/guardians' communications

Parents / guardians must ensure that the activity provider has up to date contact information

If a child attends school but will not be attending his/her scheduled afterschool activity, parents/guardians must notify the activity provider.

All inquiries should be made directly to the activity provider.

Operational Issues

The Board of Management is not responsible for organising, promoting, or for any other arrangements relating to after-school activities, however, the Board must be satisfied that the following operational issues have been addressed fully:

Suitability/availability of accommodation for the proposed activity/class.

Responsibilities for Activity Providers

Collecting children from their teachers, accompanying them to the designated room or area remaining with them until they are collected by their parent or carer.

Activity providers will supply all their own materials and equipment.

Use of school equipment may be possible after consultation with the Principal and with the permission of the Board of Management. The activity provider is responsible for ensuring that this equipment is taken care of and replaced if necessary.

Use of classroom and other areas

Only the allocated room/area shall be used for the agreed activity. It will be agreed in advance with the Principal which room(s) will be used. Cleaning of these rooms is the responsibility of the activity provider of the activity.

At the end of the activity, designated areas should be left clean and tidy, chairs should be put on tables, the floor should be swept and the blinds pulled down. Activity providers should ensure that equipment is not left connected to the electricity. Any breakages or damage during the after-school activities must be reported to the principal/Board, and the school must be indemnified against any cost incurred.

Finance

Parents/guardians should pay the activity provider directly who will be responsible for any ensuing tax liabilities.

Activity providers will pay an agreed amount to the school to cover rent and costs such as heating, lighting etc. This amount will be agreed with the Board of Management in advance of the classes.

Other Considerations

The Board shall not accept any responsibility for the loss or damage to personal effects as a result of the premises being used for the after-school activity.

The Board reserves the right to terminate the contract at any time 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 be cancelled, the activity provider must refund monies paid, or schedule an additional class[es].

Locking of the school and security are the responsibility of the activity provider and procedures for this will be pre-arranged with the principal before the activity begins.

Parents/Guardians

Parents/Guardians who wish to enrol a child in an after-school activity must contact the activity provider, pay the relevant fee, provide contact details and agree to the arrangements for the activity by signing a form at enrolment.

Parents/Guardians should ensure that they have all relevant information in terms of the dates and times of the activity.

Parents/Guardians should inform the after-school activity provider of any additional needs their child may have to ensure that adequate arrangements and care can be put in place.

Children should be collected punctually at the school gate at the end of the activity.

In the event that a parent/guardian is late to pick up their child at the end of the after school activity period, the activity provider must be informed without delay.

The school is not responsible for cancellation of classes or any related supervision and notification of parents. The activity provider is responsible for notifying parents of cancellations and postponements. In the case of cancellation due to sudden absence of the activity provider, their partner [second adult] is responsible for organising the supervision of pupils until collection by parent or guardian.

Implementation and Review

This policy will come into effect from December 2023 and will be reviewed every two years, or sooner, if

deemed necessary.

Activity providers will enter a contract with the Board of Management for the provision of the after-school activity in accordance with this policy. (see Appendix 1) This contract should be signed by both parties. The contract shall not exceed one school year. At the end of the specified period, the Board will review the activity before entering a further contract agreement with the activity provider and further contracts for a similar activity will be considered for subsequent periods if requested.

This policy will be made available to all parents, guardians and staff, and will be published on the school's website.

This policy was adopted by the Board of Management on 12th December, 2023

Date of next review: December 2025

Signed: Catherine Hare

Date: December 13th 2023

Catherine Hare, Chairperson, BOM

Signed: Mary McDowell

Date: December 13th 2023

Mary McDowell, Principal

PATRON'S APPROVAL



Educate
Together

Application for use of school room/facilities

1. Organisation Details

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

2. 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:	

3. Insurance Details

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

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

Please tick

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

I/We agree to the conditions governing the use of 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: _____

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

Use of school facilities sanctioned Dates/days and times:	
Start date:	
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.

APPENDIX 2 - APPLICATION AND CONTRACT

Application for use of school room/facilities in Leixlip ETNS

[to be completed by activity provider]

ACTIVITY PROVIDER INFORMATION	
Name of Activity Provider:	Address:
Contact no:	Email:
DETAILS OF PROPOSED AFTER-SCHOOL ACTIVITY INCLUDING MAXIMUM NUMBER OF CHILDREN	
DETAILS OF FACILITIES REQUIRED	
DAYS AND DATES	TIME
Name and contact of activity supervisor [if different to above]	
Name and contact of second supervising adult	
Insurance Details	
Name and address of insurance company:	Policy Number:
	Expiry date of policy:

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

Please tick

Declaration/Authorisation to be signed on behalf of the activity provider

I/We agree to the conditions governing the use of Leixlip 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.

I/we agree to paying the Board of Management an agreed sum to cover rental, heating and lighting and other associated costs.

Signed: _____

Date: _____

Approval of application – to be completed by the school

Use of school facilities sanctioned Dates/days and times:	
Start date:	
Term/end date:	
Agreed Rental:	

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

Signed on behalf of the school’s Board of Management:

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 Leixlip 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 _____ [date]

Signed: _____

Chairperson: _____

Principal: _____

Appendix 3

Conditions for Leixlip Educate Together Extra Curricular Activities

1. Classes will start directly after school at 13.20 or 14.20 unless otherwise noted on the timetable. Children from Junior Infants to 2nd class will be collected by the activity provider and children in 3rd and 4th class will proceed 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 activity provider

4. The activity provider has a responsibility for the management and education of the children for his/her activity. Any inappropriate behaviour will be reported to parents/guardians.

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 from 3rd and 4th class who, with the permission of their parents, make their own way home, must leave the premises as soon as the activity is finished and 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 activity provider must ensure that Junior Infants to 2nd class children are collected as agreed with their parents and must contact parents to ensure the same.

8. The activity provider is responsible for informing parents and guardians of the dates and times of the classes and of any changes made to the schedule and should confirm the same with the school.

10. The activity provider is not responsible if your 3rd or 4th class 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 activity provider of this.**

Appendix 4

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

Pupil's Name: _____

School Class: _____

Name of Activity Provider: _____

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 Leixlip 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.

Signed: _____ Date: _____