



Maynooth Educate Together National School

Railpark, Celbridge Road
Maynooth, Co.Kildare

Roll Number: 20292E
Ph: 01-5054250
secretary@maynoothet.ie
www.maynoothet.ie

Policy on Extra Curricular and After-School Activities/Camps

Introduction

This policy has been formulated by relevant stakeholders and endorsed by the Board of Management. The aim of this policy to outline the principles and practice which inform the use of the physical school building and surrounds for after-school activities.

Summary of this policy

Overview	<p>For the purposes of this policy, we have classified extra-curricular and after school activities in the following way.</p> <ol style="list-style-type: none"> 1. Extra-curricular Activities 2. Internal After School Activities 3. External After School Activities 								
Application	<p>An application to use the school for the purposes of after-school activities must be made using the application form on the appendices.</p>								
Rental Fees	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">P.E Hall</td> <td style="padding: 2px;">€35 for the 1st hour, €20 per hour after</td> </tr> <tr> <td style="padding: 2px;">Central Activities Space</td> <td style="padding: 2px;">€25 per hour, €20 per hour after</td> </tr> <tr> <td style="padding: 2px;">Classroom</td> <td style="padding: 2px;">€20 per hour, €15 per hour after</td> </tr> <tr> <td style="padding: 2px;"><u>Basketball court (Outdoors)</u></td> <td style="padding: 2px;"><u>€30 per hour</u></td> </tr> </table> <p><small>*discounts apply to staff employed by the school</small></p>	P.E Hall	€35 for the 1 st hour, €20 per hour after	Central Activities Space	€25 per hour, €20 per hour after	Classroom	€20 per hour, €15 per hour after	<u>Basketball court (Outdoors)</u>	<u>€30 per hour</u>
P.E Hall	€35 for the 1 st hour, €20 per hour after								
Central Activities Space	€25 per hour, €20 per hour after								
Classroom	€20 per hour, €15 per hour after								
<u>Basketball court (Outdoors)</u>	<u>€30 per hour</u>								
Insurance	<p>It is the responsibility of the provider to ensure that the adequate insurance is in place. A letter of indemnity for the Board of METNS and the Patron Educate Together must be provided to the principal. Each club must obtain prior sanction from Educate Together prior to commencing. This is carried out on a yearly basis via the principal.</p>								
Garda Vetting	<p>Any activity in which minors are involved must have an appropriate set of Child Protection Guidelines in place and those supervising such activities should have had Garda Vetting, prior to their participation in the activity. Vetting is the responsibility of each individual provider.</p>								

General information

The vision of Maynooth Educate Together NS is to create a safe, calm, respectful and inclusive learning environment in which the school community works in close partnership to encourage children to develop skills which will allow them to participate to their full potential in school and society. We strive for the highest quality teaching and learning while fostering the holistic development of the individual child. Our school recognises and celebrates the individual abilities, talents and achievements of the children whilst also instilling a sense of belonging, respect and empathy towards those around them.

To this end, the Management of Maynooth Educate Together NS wishes to encourage and facilitate the development of quality after-school activities in our school. This policy informs the development of extra-curricular and after-school activities in Maynooth ETNS in a planned, co-coordinated and structured manner.

For the purposes of this policy, we have classified extra-curricular and after school activities in the following way.

4. **Extra-curricular Activities** (organised in school by either teachers/staff or external providers, but may run during or after school hours). The list of such activities is subject to change depending on availability of teachers/volunteers.
5. **Internal After School Activities:** These are staff run activities which are held immediately after the end of the school day.
6. **External After School Activities:** These are activities which are run outside of the school day. These activities are privately run by third party organisations.

Policy Aims

The primary aim of this policy is to ensure that procedures around extra-curricular and after school activities are clearly understood by all parties, providing a safe and fun environment for all stake-holders.

Provision of Extra-Curricular Activities

Maynooth ETNS recognises the significant contribution of extra-curricular activities to the overall development of the child and the creation of rich educational experiences. A draft timetable of extra-curricular activities will be drawn up at the beginning of each academic year. These will include, but will not be limited to:

- GAA sessions (including teams, training and competitions)
- Other sports coaching sessions
- Music sessions
- Puppet shows
- Storytellers
- STEM workshops

The children are expected to adhere to all relevant school policies, such as the Code of Behaviour, Anti-bullying Policy etc. while engaged in extra-curricular or after school activities on school grounds and while attending school activities on a different site.

Applications to operate after-school activities

Applications to operate after-school activities must ordinarily be made to the Board of Management in the term prior to the proposed date of operation of the activity using the application forms in the Appendices. Such applications will include details of:

- the name and nature of the activity proposed
- the name of the person(s) proposing to provide the activity (the Provider)
- the number of children proposed and the child/adult ratio
- the venue, to include the point of collection of children before the activity and the point of departure for the children
- the cost to participants
- details of insurance cover proposed
- start-time and end-time for the activity

At the commencement of each school term, a full list of all proposed after-school activities will up-loaded to the school website. This should facilitate parental/guardian choice and ensure better planning of after-school provision. Parents/guardians may then apply to the individual provider for a place on their activity.

Timing of after-school activities

- In order to ensure the smooth running of activities, all after-school activities will commence five minutes after school has ended on the day in question.
- Providers should draw up a time-table for each term to include the dates, start-time and end-time of the activities. This time-table should take account of school closures, staff-meetings and, where appropriate, middle- management meetings. Parents/guardians should be given a copy of this timetable at the beginning of the term, to cut down on uncertainty and confusion. A copy of this timetable should also be provided to the cleaning staff and the caretaker to assist them in their work.
- After-school activities should not be time-tabled during the following periods:
 - The last day of term or half-term
 - Internal after school activities should not be scheduled on Mondays (due to staff meetings)

Activities/Camps proposed to take place in Maynooth ETNS during the weekend or during the school holidays must also be applied for and receive prior permission and sanction from the Board of Management.

Fee for After School Activities

There will be a rental fee for the use of school spaces and, where applicable, school resources such as photocopiers. Below are the rental fees for the use of various spaces in the school.

Space	Fee
P.E Hall	€35 for the 1 st hour, €20 per hour after
Central Activities Space	€25 per hour, €20 per hour after
Classroom	€20 per hour, €15 per hour after
Basketball court (Outdoors)	€30 per hour

*Discount will apply for teacher run clubs

Insurance

- The provider shall not undertake to provide an after-school activity without full insurance cover. It is the sole responsibility of the provider to ensure that this cover is sufficient to indemnify the Board of Management of Maynooth ETNS and the Patron Educate Together. Evidence of this insurance must be provided to the Board of Management before the commencement of after-school activities.
- A letter must be furnished naming "Maynooth ETNS and Educate Together, and provide a limit of indemnity of not less than

€6,500,000 for public products Liability”

- The insurance company should be notified in advance of the names of all those providing the activity, including substitute persons(s) who will carry out the activity in the event of absence of a provider. The Board of Management should also be made aware of these details.
- All correspondence in relation to the operation of after-school activities should be addressed to the Chairperson, Board of Management.

Duty of care

- All clubs/activities and camps are open to pupils enrolled in Maynooth ETNS only.
- Providers are reminded that any teachers in Maynooth ETNS involved in after-school activities have their primary responsibility to the children in their class/care. Teachers must discharge their duties and responsibilities fully to these children before proceeding to after-school activities.
- The primary responsibility of the provider of after-school activities is to ensure the safety and welfare of the children in their care. This duty of care extends from the start time of the activity until the agreed end time of the activity.
- In order to ensure that there is continuity across the different activities, all after-school activities will begin 5 minutes after the ending of school on the day concerned.
- All planning and preparations for after-school activities, by teachers employed in Maynooth ETNS, must take place outside of the regular school-day.
- The use of **school resources** by after-school activities is **not permitted** without prior permission from the Principal. Photocopying facilities may be availed of at a cost to the provider.
- Classrooms and other facilities used for after-school activities must be left in the same condition as they were found at the end of every session.

Arrival and dismissal of children

- It is the responsibility of the provider to ensure that children arrive safely at the venue of the activity and are supervised at all times until they are dismissed.
- At the end of the regular school day, children shall leave the school building in the normal manner. They shall then proceed to an agreed designated point where they will wait until the after-school provider collects them.
- At the end of the after-school activity, children will be returned to a designated point where they will be collected by their parents/guardians or make their own way home, as agreed in writing with parents/guardians
- Children should not be allowed to leave the building in advance of the end of the activity, and should never travel through or leave the school building unaccompanied.
- Parents/guardians are not allowed to remain inside either school building while they wait for an activity to end. Furthermore, parents will be reminded that the safe driving and responsible parking inside the school campus is a condition of the car-park being offered.
- Parents/guardians should be notified in writing by the provider of all of these arrangements when a child is offered a place on an after-school activity.
- The providers are responsible for the safe return of all minors to their parents/guardians and for locking up the premises and setting of alarm when the activity has ended (if applicable).

Full contact details required

- The provider should keep a list of all pupils, including contact phone numbers and alternative contact details for direct communication with parents/guardians.
- It is essential that the provider keeps this list at hand so that, in unforeseen circumstances such as illness, participants can be contacted to inform them of the cancellation of activities. It is the duty of the provider to notify parents/guardians of the cancellation or re-scheduling of after-school activities. It is expected that the provider will have a mobile phone for this purpose. The school cannot accept responsibility for this process.

Roles and Responsibilities

Board of Management

The Board of Management (or designated individual) has the sole responsibility for authorising after-school activities in the school. Applications for the operation of after-school activities must be forwarded to the Board of Management. The Board of Management, upon receipt of an application, must be satisfied that an applicant is able to provide a quality after-school activity in a safe and protected environment, and that Board is fully indemnified for the operation of these activities. Any activity in which minors are involved must have an appropriate set of Child Protection Guidelines in place and those supervising such activities should have had Garda Vetting, prior to their participation in the activity.

Participants and their parents/guardians

- Ensure they have read and understood the policy
- Communicate directly with the activity provider regarding issues
- Adhere to the relevant school policies as mentioned above (where relevant)
- Pay the required fee to the provider directly

Organisers of the Activities

- Ensure there is adequate insurance in place for the nature of the activity and ensure that the school and patron is indemnified
- Ensure the correct equipment and materials are to hand for the successful organisation of the activity
- Pay the appropriate fee for the use of the school building via online banking as per invoice
- Direct communications directly to the participants
- Leave the rented space in the same way as it was found
- Ensure sufficient supervision of participants
- Pupils should not be excluded in case of financial barrier to payment

Implementation

Implementation Date

This policy was created, ratified and communicated on _____

It will be implemented from the beginning of the school year 2024/2025

Timetable for Review

This policy will be reviewed and, if necessary, amended on a yearly basis.

This policy was ratified by the school's Board of Management.	
Signed: Chairperson <i>N. J. Harr</i>	Signed: Principal <i>Lorraine Murray</i>
Date: <i>25/9/2024</i>	Date: <i>25/9/2024.</i>

Appendices

Application to the Board of Management for the Rental of School Hall/Facilities

Club name: _____

Contact name: _____

Club email address: _____

Ratio of staff/pupils: _____

Cost of club to parents/guardians: _____

I accept the terms and conditions of Policy on Extra Curricular and After-School
Activities/Camps: _____ (state yes)

**Rent will be paid as per invoice issued by the Board of Management of
Maynooth ETNS and should be paid via online banking.**



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.