



Extra- Curricular Activities Policy

Policy Statement:

Canal Way ETNS values a friendly, inclusive, caring, & happy school environment. In this context, CWETNS considers that an important element in a comprehensive education is the provision of a wide range of Extra Curricular Activities (ECA), that span across the curriculum and beyond. The Management of CWETNS encourages a broad range of ECA's in order to ensure a truly child centered experience for the school.

Policy Goals

- Provide the school community with a clear understanding of the role of ECA's in the school.
- Enable pupils to take full advantage of ECA with a view to achieving a balanced and holistic education.
- Encourage parents to take an interest in and share responsibility for their children's overall development through support of the school's ECA.
- Provide teachers and external staff members with guidelines to ensure they understand the operations and expectations of being an ECA provider.
- Ensure ECA's are inclusive and are made available to all children regardless of additional needs or socio-economic background.

Roles and Responsibilities:

The Parents Association Committee

- Source external and internal ECA facilitators, and compile a draft programme of ECA's, including information on the activity and student ratio.
- Present a programme of ECA's to the BoM, for timely approval in order for the programme to start as promptly as possible in the new school year.
- Direct external facilitators to the School Principal to process Garda Vetting.

- Liaise with the staff representative on the PAC, to arrange rooms and spaces for the facilitation of ECA's in the school building / classrooms.
- Update the website with details of ECA programme.
- Manage the launch and communication of the ECA programme with the school secretary & principal.
- Keep facilitators updated with school calendar & school closures.
- Assist facilitators with collection routines during set-up of ECA's.
- Liaise with ECA providers to update them on the ECA policy & expectations.

Staff Representative on the Parents Association Committee

- Liaise with the staff on ECA's.
- Liaise with the staff and schedule rooms and spaces for provision of ECA's.
- Keep Principal and BoM updated on ECAs.

Board of Management:

- Ensure that the policy is developed and evaluated going forward.
- Approve the ECA programme.
- Consider reports from the Parents Association Committee(PAC) & the school principal and deputy principal, on implementation of the policy.
- Keep ECA's under constant review and initiate/terminate activities as appropriate.
- Allocate 1 space per class free of charge to child(ren) who would otherwise not be able to access the classes but who would benefit from attending. Principal to decide in consultation with staff as needed.

Principal/Deputy Principal

- Liaise with the PAC and arrange garda vetting of facilitators.
- Assist the parents association with the implementation of ECA's in CWETNS.
- Inform Caretaker if the movable wall is needed in the hall.
- Monitor policy implementation.
- Collect and lodge ECA fees from facilitators, for use of rooms, & present a financial report to the PAC. This will be included in the financial report to the BoM.
- Maintain administration by keeping records of insurance documentation and garda vetting.

Extra-curricular Staff Facilitators:

- Collect the children from the class teacher inline with the CWETNS Supervision Policy.
- Inform families of class cancellations and changes to schedules.
- Provide agreed activity and manage behaviour so that the children are safe.
- Provide enough facilitators to ensure the activity is safe and inclusive.
- Inform the management if the activities will need the use of school resources, noting that consumable resources & ICT are not available for ECA's.
- Operate within CWETNS school policies with particular note given to Code of behaviour and Chronic Illness.

- Leave all spaces clean and tidy after the activity.
- Schedule a maximum of 1 activity per week in the interest of equal access for all staff.
- Ensure timely collection of the children from the yard, and dismissal after the activity. Late collections are not the responsibility of other school personnel.
- Maintain all contact details of the child's family in preparation for late collections or medical incidents. The school will not be responsible for sharing contact details of children.
- Ensure acceptable and safe behaviour of children in their care. School management & staff are not responsible for disciplining during ECA's.
- Safe and supervised use of the toilet facility.
- Organise prompt payment to the school principal.
- Staff members are prohibited from providing private tuition or grinds to students from our school community.

Extra-curricular External Facilitators:

- Complete Garda Vetting with CWETNS in advance of the ECA. This can take several weeks / months so this must be done promptly.
- Present
 - Garda Vetting
 - Insurance Details
 - Contact / Details Form (Appendix 1)
- Collect the children from the class teacher inline with the CWETNS Supervision Policy.
- Inform families of class cancellations and changes to schedules.
- Provide agreed activity and manage behaviour so that the children are safe.
- Provide enough facilitators to ensure the activity is safe and inclusive.
- Provide resources and consumables.
- Operate within CWETNS school policies with particular note given to Code of behaviour and Chronic Illness.
- Leave all spaces clean and tidy after the activity.
- Ensure timely collection of the children from the yard, and dismissal after the activity. Late collections are not the responsibility of other school personnel.
- Maintain all contact details of the child's family in preparation for late collections or medical incidents. The school will not be responsible for sharing contact details of children.
- Ensure acceptable and safe behaviour of children in their care. School management & staff are not responsible for disciplining during ECA's.
- Safe and supervised use of the toilet facility.
- Organise prompt payment to the school principal.

Role of the Parent

- Communicate with the facilitators about the needs of the child.
- Communicate with the facilitator when the child is absent.

- Communicate with the facilitators about chronic illness or any other medical needs.

Enrolment Procedures:

- PAC to source and liaise with the providers.
- After BoM ratification and Garda Vetting, PAC to publish the information on each activity, times, schedule, contact details on the school website.
- Communicate the time of publication to the whole school community.
- Places offered on a *first come first served* basis.
- Staff to set up email accounts specifically for ECA's and school email addresses are not permitted to be used.
- In the interest of fairness, staff may only run one class per term unless otherwise sanctioned by the BoM.

Student / Facilitator ratio

The Board of Management recognises that the nature of the activity will have an influence on the ratio. The Department of Education class size of the current year will be used as a maximum, and each class size will be approved when the ECA programme is approved at the start of the year.

ECA Space and Capacity

- SET to liaise with teachers to arrange the use of classrooms, should SET teachers want to be a facilitator.
- Staff to provide their classroom for external facilitators for ECA's on a shared basis so that the programme can be facilitated.

Rates

- The Board of Management will charge the following rates

Details	Rates
External Facilitators with own insurance	20%
Staff Members using group insurance arranged by the school	25%
Staff Members <ul style="list-style-type: none"> - Using group insurance arranged by the school, - Using school resources 	30%

- 1 space per class free of charge to child(ren) who who would otherwise not be able to access the classes but who would benefit from attending. Principal to decide, in consultation with staff as needed.

Insurance:

- External facilitators provide their own insurance and must present this before classes commence. Principal to file.
- Staff Facilitators are supported by the BoM in the organising and the financing of group insurance and this is reflected in the rates above. .

Garda Vetting & Child Safety

- External providers must comply with the CWETNS Garda Vetting Policy.
- All providers to be Garda Vetted before classes can commence. Principal to file.
- Facilitators of extracurricular activities must establish a buddy system with other facilitators who are conducting courses on the same day. This is to ensure mutual support during times when first aid assistance is required, or emergencies arise.

Ratification and Communication:

This policy will be in operation in the school year 2023 having been ratified by Staff and BoM. Every teacher will be provided with a copy of this policy for their files.

Date of next policy review: 2026

Signed on Behalf of the Board of Management:

Treasa Ní Mhurchú

tbc

Dermot Stanley

Appendix 1:



CANAL WAY ETNS

Extracurricular Facilitator Contact Details Form.

Name:	
Extra Curricular Activity:	
Name Of Business:	
Address:	
Phone Number:	
Email Address:	
Have You submitted Garda Vetting:	Yes / No
Have you submitted Insurance Details	Yes / No
Signed School Principal:	
Signed Facilitator:	

Date: