

**Glasnevin Educate Together National School,
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Roll No: 20168D**



GETNS Policy on Extra Curricular Activities

The operation of all after-school activities will be reviewed in the May of each year and permission for continuance in the following academic year will be subject to this review and availability of space. The BOM reserve the right to terminate this facility at any time with due notice of termination. This provision is subject to the following requirements being adhered to:

General Guidelines

- The Schools Code of Positive Behaviour applies in all activities, and respect for the school ethos will be upheld at all times.
- The classroom will be left clean and tidy after activity.
- For health and safety reasons, parents/guardians of children attending afterschool clubs need to provide their up-to-date contact details. **No child will be allowed attend a club unless this information is furnished.**
- Children taking part in activities need to remain on the school premises and be supervised until collected.
- If an activity is cancelled, the co-ordinator will notify parents/guardians and make necessary arrangements for collection.
- School Staff who provide after-school activities cost-free, will not be charged room rental

Setting up an Extra Curricular Activity

Step 1: Permission to run after-school activities should be directed to the Board of Management by the co-ordinator of the activity. This proposal will include details of the provider/teacher: name, contact details, Garda vetting, insurance, proposed schedule of dates and times, and nature/subject of ECA.

Step 2: Once approved, the Principal will inform the key contact person/co-ordinator of rental fee, suitable day-of-the-week, and room availability for the activity. The co-ordinator will then liaise with parents to establish list of participants, schedule/timetable, payment etc.

Step 3: Each term, the key contact person/coordinator will submit to the school office a list of children involved in the activity and schedule of activities, along with teachers' details for the term.


Responsibilities of Pupils


1. Respect the rights of others to learn in a secure and happy atmosphere
2. Co-operate with instructions given by teacher/supervisor

All parents/guardians of children partaking in extra-curricular activities must sign the ECA booking form to state that they have read and accept the above rules and procedures. They should also refer to the Policy Addendum "Roles and Responsibilities" for further information on the implementation of ECAs at GETNS. Both of these documents are attached to the ECA Information email and may also be obtained by contacting the school office or the ECA committee on getns.eca@gmail.com

Appendix I - After School Activity Roles and Responsibilities

Ratified by the Board of Management on:

Signed: 
Principal

Signed: 
Chairperson of Board of Management

Date: 7th April 2022

Date: 7th April 2022

Appendix I

GETNS After-School Activity Roles and Responsibilities

Board of Management

The Board of Management's responsibilities are as follows:

- To review and ratify the ECA policy
- To provide approval of ECA activities timetable and review annually ensuring in line with ethos

ECA Committee

The ECA Committee consists of a group of co-coordinators and are voluntary parents from the school community.

The ECA Coordinators will:

- Coordinate central booking system for enrolment in ECAs.
- Create initial class lists for each ECA and send to instructors. Enrolment details to be reviewed and ECA coordinators will follow up with parents to complete any missing information.
- Keep the PTA and BoM up to date on ECA activities, progress, and matters arising.
- Liaise with the school principal on activity selection, date/time scheduling and room assignments.
- The ECA committee will act as the first point of contact for parents and teachers for queries related to the class, using getns@gmail.com.
- Meet with ECA teachers/instructors and review:
 - GETNS ECA Policy
 - GETNS Behavior Policy
 - Other relevant policies (i.e., Health and Safety, security, etc.)
 - Requirements for Garda Vetting, Insurance, and Facility Fees
- Ensure Educate Together Vetting forms are collected and submitted for ECA Teachers.
- Disseminate information the school body regarding ECA offerings and registration procedures (on a term basis).
- The ECA will maintain any written instructions from parents / guardians with regard to pick up and drop off.
- The ECA must be notified in advance of enrolment of any illnesses students may suffer or disabilities, requiring extra attention or accommodation.

ECA Instructors

ECA Instructors may be GETNS teachers or outside providers. In each case, however, the ECA Instructor will have demonstrated that s/he has appropriate knowledge of their activity and experience delivering their class to primary school children.

ECA Instructors' responsibilities are as follows:

- Collecting fees from parents/students;
- Beginning and ending activities on time;
- Taking roll at the start and end of each activity;

- Reading and signing a copy of the ECA Policy, GETNS Behavior Policy and other relevant policies, prior to the start of the ECA Term;
- Ensuring that all furniture, materials etc., are returned to their original state at the end of each activity;
- Ensuring that all pupils in their care are handed over to the person designated to collect them unless written permission is given to allow them to leave the premises unaccompanied;
- Handling matters of discipline during the activity. Any discipline problems must be reported to the class coordinator within two working days of a serious incident;
- In the event of a pupil requiring medical treatment, the ECA Instructor will contact the relevant parent/guardian to take action. ECA Instructors may bring the class to a close and contact remaining parent / guardians to collect their charges in cases of emergency;
- All incidents/accidents must be recorded by the ECA Instructor and sent to the Class Coordinator and ECA Coordinator within 24 hours.
- ECA Instructors will remit their facility payment to the school office before the half way point of the Term. Payment may be made by cash or cheque (to GETNS) and should be given in an envelope with the ECA Instructor's name, date of payment, day and title of class. Receipts are available upon request.

Responsible Adult

Where required, a rota of Responsible Adults will be put in place to provide extra supervision for ECAs. The requirement for this will be agreed between the ECA Coordinator and BoM/School Management and will take into account the type of activity and the age of the participants. Only GETNS Teachers, Parents or Guardians may fill this role. The responsibilities of the Responsible Adult are as follows:

- RAs will arrive at the school at least 10 minutes before commencement of any extra-curricular activity;
- Parents agreeing to act as a responsible adult must be present at all times during the activity and be located close at hand, usually in the corridor outside the class;
- They must inform the CC of their name(s) and contact number(s) and dates available;
- In the event of an accident necessitating removal of a student for medical treatment the responsible adult will accompany the student until transferred to the custody of a parent/guardian.
- They will assist the instructor in ensuring that all students are collected by a designated parent/guardian where required before leaving the premises.

Parents/Guardians

The roles and responsibilities of parents/guardians are as follows:

- Parents/Guardians will fully complete and sign the ECA Policy/Enrolment Document for each child prior to the commencement of the ECA. Failure to do so will result in the child not being able to attend the class.
- Parents/Guardians must ensure that course fees are paid to the ECA Instructor at the start of the term or that alternate arrangements are agreed with the Instructor in advance. Please note: Free Trial classes are not offered as a matter of course. If you wish to arrange a trial class, you **MUST** agree this in advance of the class with the ECA Instructor.
- Parents/Guardians are responsible for collecting their children promptly at the end of the class. If a child is permitted to walk home alone, or to be collected by someone other than the parent, this must be stated, in writing, prior to the class.
- They must notify the ECA Instructor and/or Class Coordinator prior to the class if their child will not be in attendance, for any reason.
- Parents should remind their children that all GETNS School Rules are in place during ECAs and should be followed.

- Parents of children in ECAs required Responsible Adults are expected to make reasonable arrangements to participate in the rota at least once/term. If this is not feasible, this should be agreed with the Class Coordinator in advance.

Children/Students:

All participants in the ECAs agree to participate fully in their chosen activity and to follow the rules of GETNS at all times.