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**SCOIL BHRÍDE BUACHAILLÍ  
POLICY ON EXTRA-CURRICULAR  
ACTIVITIES**

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# **Contents**

1. Introduction & Rationale
2. Characteristic Spirit & General Objectives of the School
3. Definition
4. Relationship to School Ethos & School Policies
5. Aims
6. Public Liability Insurance
7. Procedures
8. Application Process
9. Format of Applications
10. Joint Submissions
11. Advertising & Communication to Parents & Guardians
12. Roles & Responsibilities
13. Success Criteria
14. Ratification and Review

## **1. Introduction & Rationale**

Through the implementation of this policy, the Board of Management of Scoil Bhríde Buachaillí wishes to facilitate the provision of a wide and varied programme of extra-curricular activities within the school.

This policy, drafted by the staff of the school and ratified by the Board of Management, will apply in all cases where teachers within the school have made submissions to the Board of Management to run extra-curricular activities on the school premises.

A review of the policy will take place as and when necessary. It is envisaged that the outcomes will lead to a revision of the policy document and changes to specific practices as appropriate.

The need for the school to devise a policy on after school activities is primarily to ensure the welfare and safety of the pupils as well as the educational and enjoyment value of the activities.

## **2. Characteristic Spirit & General Objectives of the School**

Scoil Bhríde Buachaillí is a Catholic all-boys primary school situated in Blanchardstown Parish, Dublin 15 with a Catholic ethos under the Patronage of the Archbishop of Dublin.

In the context of a Catholic primary school, 'Catholic Ethos' refers to the ethos and characteristic spirit of the Roman Catholic Church, which aims to promote:

- the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects
- a living relationship with God and with other people
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus and
- the formation of the pupils in the Catholic faith

and provide religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S. 15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Bhríde Buachaillí shall uphold, and be accountable to the Patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

This policy reinforces the characteristic spirit and general objectives of Scoil Bhríde Buachaillí which supports and advocates providing a happy, safe, learning environment for each member of the school community.

## **3. Definition**

For the purposes of this policy, extra-curricular activities may be defined as:

Activities provided by teachers, aimed at pupils, which take place on the school grounds outside of school hours in which the participants are charged/not charged for participating in the activity provided.<sup>1</sup>

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<sup>1</sup> This does not apply to the training and preparation of school teams.

#### **4. Relationship to School Ethos & School Policies**

All extra-curricular activities that are run in the school are effectively run in the school's name. Therefore, providers of activities outside of school hours are reminded that the reputation and character of the school must be maintained and promoted in the manner in which all activities are planned, designed and run.

The Board of Management wishes to outline that any extra-curricular activities that may be run within the school must be in keeping with the safe, secure and caring environment that is already promoted by the school.

All pupils within the school must have equal access to the extra-curricular activities provided within the school. Whereby a pupil with Special Educational Needs wishes to enrol for a particular activity, the organising teacher(s) must liaise closely with the pupil's parent(s)/guardian(s), class teacher, additional support teacher and/or SNA to make provision for that pupil's needs.

In this context, the provision of extra-curricular activities will be bound by the practices and procedures already set out in the following school policies:

- Child Safeguarding Statement;
- Health & Safety Policy;
- Policy on the Administration of First Aid;
- Anti-Bullying Policy;
- Code of Behaviour.

It is the responsibility of those providing extra-curricular activities within the school to familiarise themselves with the practices and procedures outlined in the forementioned policies. Copies of all policies are available electronically. Requests for same should be sent to the Principal.

#### **5. Aims**

In implementing a policy on extra-curricular activities, the Board of Management wish to:

- Facilitate the use of the school facilities for the purposes of providing a programme of extra-curricular activities;
- Encourage submissions from individual teachers and groups of teachers within the school who have a shared interest in contributing to the range of extra-curricular activities provided;
- Promote a balanced range of activities that cater to the varying skills, talents, needs and interests of the pupils.

#### **6. Public Liability Insurance**

Extra-curricular activities, where run by a member of staff working in Scoil Bhríde Buachaillí and for pupils enrolled in the school, are covered by the school's existing insurance policy (at no extra charge) from the date those activities have been approved by the Board of Management.

A separate insurance certificate must be obtained for any camp/activity that takes place during holiday periods. A copy of this certificate must be submitted to the Principal before the commencement of any activities.

#### **7. Procedures**

The following procedures have been in place since **6<sup>th</sup> October 2015**:

- Teachers wishing to provide an extra-curricular activities must apply, in writing, to the Board of Management for approval;

- All applications should be emailed to the Principal who will in turn present said applications to the Board for approval;
- With regard to such applications, the following dates should be observed:

<b>Timeframe</b>	<b>Application Deadline</b>
Activities to run between July & Christmas of any given year.	The Monday we return to school after the February mid-term break (of the same calendar year).
Activities to run for the entire school year (September – June).	
Activities to run between January & July of any given year.	The Monday we return to school after the Halloween mid-term break (of that school year).

## **8. Application Process**

- All applications for extra-curricular activities should be emailed to the Principal in observance with the abovementioned dates;
- In this respect, applications can be presented for Board of Management approval in a timely manner giving teachers feedback in advance of the proposed starting dates for the extra-curricular activities.

## **9. Format of Applications**

When making a submission to the Board for approval, please refer to the following in your application:

- **Relevant Dates & Times:**
  - Start Date / End Date of your proposed activity;
  - The number of lessons / sessions (where applicable);
  - The time your activity begins and ends at;
  - Break times and subsequent supervision (where applicable).
- **Aims:**
  - Outline the aims you have for the particular programme you have in mind.
- **Target Audience:**
  - Clarify the age group/s your proposed activity is aimed at;
  - If your proposed activity is to target Junior & Senior Classes together, outline the provisions you have made for the varying age levels that may apply;
  - Reference here should be made to the number of children you will enrol in any one activity (bearing in mind the current pupil-teacher ratio is 25:1);
  - Advance provision for participants with Special Educational Needs.
- **Itinerary / Outline of Content & Activities:**
  - This should include a detailed outline of the activities you seek to provide. Reference should be made to both the content and the skills that you propose to cover for the duration of your activity;
  - Whereby your submission is for an activity running over the course of the school year, a broad outline of the activity you seek to provide should be included in your application.
- **Timetable:**
  - Whereby applications are being made for camps run within the school during holiday periods, a timetable outlining the programme of activities for each day the camp will run must accompany the application;
  - This timetable should make reference to the following:
    - ✓ Reception / Dismissal Times;
    - ✓ Break Times & Durations of Breaks;
    - ✓ Range of activities & their duration;
  - A timetable is not necessary for activities that last less than one hour.
- **Costs:**
  - Outline the cost to participants. Reference should be made to the following:
  - Cost per lesson/session/day;

- Cost per term (where applicable);
- Cost where 2 or more siblings are enrolling.
- **Use of School Facilities & Resources:**
  - Applications should outline in detail the school facilities and resources, that will be needed in order to provide the activity seeking approval;
  - Facilities and resources may include the following:
    - ✓ Classrooms (specify the number of rooms you need);
    - ✓ PE Hall;
    - ✓ Yard;
    - ✓ All-Weather Pitch;
    - ✓ Grass Pitch;
    - ✓ IT Hardware;
    - ✓ Art Materials;
    - ✓ Sport Equipment;
    - ✓ Other school equipment/resources that will be used.
- **Remuneration:**
  - Remuneration to the school, to cover the cost of replenishing school resources and/or to make provision for wear and tear on school equipment must be factored into your application to run an Extra Curricular Activity;
  - The Board of Management will not charge teachers for the use of the school building and its grounds;
  - However, where activities are to take place outside the normal hours during which the school is open (e.g. Holidays), applicants must liaise with the Caretaker to organize opening and closing the school;
  - Furthermore, where extra-curricular activities require the use of school Art materials; this should be referenced in your application;
  - At the end of the period of the activity, the Principal should be furnished with an accurate list of all items used;
  - Remuneration of **5%** of the total profits made should be paid by the organising teacher/s to the Principal, to cover the cost of replenishing the school's resources;
  - Organisers of activities requiring the use of sports equipment must replace any equipment that is damaged during the course of the activities<sup>2</sup>. The Principal should be provided with a list of resources that have been broken or need to be replaced;
  - Organisers of activities requiring the use of IT Hardware & Infrastructure must notify the Principal of any damages caused/issues relating to IT equipment as soon as possible;
  - Receipt of all payments from organising teacher/s, will be notified to the Board of Management by the Principal.

## **10. Joint Submissions**

- The Board of Management encourage collaboration at school level with regard to the provision of extra-curricular activities;
- The Board will welcome joint submissions from teachers that are interested in making a collaborative application to run an extra-curricular activity within the school;
- Such an arrangement may facilitate running an activity right across the Junior and Senior Classes within the school;
- In the event of a joint submission being made, the application should identify one individual who will serve as the contact person between the interested parties and the Board of Management/Principal;
- Furthermore, this individual will be responsible for acquiring the relevant insurance documentation & for providing the Principal with a copy of same;
- In the event of two or more submissions being made for similarly themed activities, the Board of Management will assess each submission on its own merits and approve the application that best meets the requirements as outlined in this policy;
- Approval of all submissions will last for a maximum period of one school year.

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<sup>2</sup> This does not apply to teacher/s who train school teams.

## **11. Advertising & Communication to Parents/Guardians**

- Applicants may only advertise their activity/activities within the school from once the Board of Management has approved the application/s;
- Any information leaflet/letter will be passed to the Principal for approval prior to its distribution;
- It will be the responsibility of the organising teachers thereafter to liaise directly with the applicants.

## **12. Roles & Responsibilities**

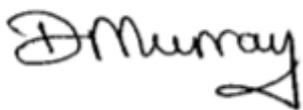
- The Board of Management of Scoil Bhríde Buachaillí will have overall responsibility for the approval of submissions from teachers regarding extra-curricular activities;
- The Board of Management reserves the right to ask organising teachers to adjust any aspect of the application;
- The Principal will be responsible for accepting submissions from teachers and communicating all submissions of interest to the Board of Management, in accordance with the deadlines outlined in this policy;
- The Principal and the Chairperson of the Board of Management will be jointly responsible for providing all applicants with feedback following their applications, whether successful or not;
- The Principal and/or Chairperson of the Board of Management will have overall responsibility for approving the information leaflet, detailing extra-curricular activities, that is issued by the activity's organiser(s);
- Organisers of extra-curricular activities will be responsible for maintaining the reputation of Scoil Bhríde Buachaillí in the manner in which activities are planned and delivered;
- Organisers of extra-curricular activities will be responsible for cataloguing school resources that have been used/damaged and for making provision for the replacement of same;
- Furthermore, organisers of activities will be responsible for ensuring that all equipment/resources are returned to the designated storage areas at the end of each session;
- Organisers of extra-curricular activities will be responsible for liaising with parents in the event of pupils not being collected from the school after an activity;
- The Board of Management will be responsible for reviewing this policy as and when the need arises.

## **13. Success Criteria**

The success of this policy will be evaluated based on the range and standard of extra-curricular activities provided by the teachers of Scoil Bhríde Buachaillí.

## **14. Ratification and Review**

This policy was ratified by the Board of Management on the date below and communicated to all thereafter. It is applicable from the date below and subject to regular review by the Board of Management, particularly following each occasion on which it is used, in consultation with parents and members of staff. Revised copies/updates of the policy are available on-line and issued in hard copy on request to parents/guardians.



Signed: \_\_\_\_\_

Declan Murray (Chairperson, Board of Management)

Date: 8<sup>th</sup> November 2021