



**MALAHIDE
PORTMARNOCK**
Educate Together
National School

After School Activities Policy

1. Purpose

The purpose of this document is to ensure that all after school activities facilitated by the Malahide / Portmarnock Educate Together National School (MPETNS) Parent Teacher Association (PTA) are done in a safe and efficient manner, and that such activities conform to all policies established by the Board of Management (BoM) and all obligations under Health and Safety legislation.

The purpose of the after school activities is to enhance the vital life of the school for all children through a range of activities including sports, games, arts and culture.

In addition, as an Educate Together school, the BoM seeks to support the relationship between the school and the wider community, and aspires to involve parents in a democratic way that at the same time respects the fact that we are part of a professional school environment.

In considering and approving activities and classes, the PTA and BoM will take account of the following criteria for which the organiser(s) is/are responsible:

- Preference will be given to proposed activities which can be shown to be complementary to the in-school curriculum – i.e. have an educational component.
- Ethos: the activity/class is in conformity and does not conflict with the Educate Together ethos of the school.
- Inclusive: that the organiser(s) endeavour, in so far as is possible and feasible, to ensure that the activity/class is inclusive of all children, and to be sensitive to children with special needs, varying religious and cultural beliefs.
- Bearing in mind the space available for after school activities, and the activities on offer in any given term, the PTA and the BoM will try to ensure that the activities offered are available to the majority of students in the school.
- A minimum sign-up of three students is recommended to run an afterschool activity. Should the number of students in an afterschool activity fall below three during the term, the activity may not be approved to run the following term. Afterschool activity providers may set their own minimum student numbers, however, a minimum of three students is usually required to run an afterschool activity.
- Exclusivity on classes is not guaranteed to any provider of after school activities.

2. General Conditions for After School Activities

In general, the following rules will apply to the running of after school activities and classes:

- After school activities are only open to students currently enrolled in MPETNS.
- All classes must finish within two hours of the official school closing time and all students, parents and instructors/teachers must leave the premises within fifteen minutes of the activity finishing.
- Members of the PTA, after school activity teachers or designated responsible adults will NOT administer medicines. In situations where medication may be needed, the parents/guardians of the child will be asked to be on the premises for the duration of the class.
- The PTA must be informed of any fee changes. These changes will need to be agreed and ratified by the PTA and the Board of Management prior to the change being notified to parents/guardians.
- The activity/class must be run by suitably vetted, qualified and competent instructors/teachers/coaches, with up-to-date insurance. The PTA will need evidence of qualifications/experience, Garda vetting and insurance.
- After school activities can be advertised to the parents of relevant classes by email. Advertisements will be prepared by the activity teacher, and must include dates, start and finish times, age suitability, enrolment details, payment details (including refund policy) and course content for the activity. This will be reviewed by the Afterschool Committee before submission to the school and subsequent notification to the parent body.
- To facilitate efficient planning of school resources and to allow all to avail of the activity, proposals for activities are submitted to the Afterschool Committee a term in advance where possible. For example:
 - September - December classes should be approved by the BoM at the May/June board meeting.
 - January - March classes should be approved by the BoM at the October/November board meeting
 - April - June classes should be approved by the BoM at the January/February board meeting.
- A provider may apply to run an after school class for the entire academic year, if they wish.
- Proposals for all activities must be submitted for each school calendar year.
- Registration for afterschool activities is managed by the activity teacher. Offering a place in an activity, registration forms, waiting lists, attendance sheets, collection of fees and WhatsApp groups (where applicable) are the responsibility of the activity teacher.
- One Garda vetted volunteer from the parent body per day (not per activity) must be onsite for the duration of the activities.
- Where a parent/school teacher/volunteer wishes to run a not-for-profit afterschool activity, the PTA Committee/Afterschool co-ordinator will assist with managing the registration and collecting the payment (to cover rent and materials only). Insurance for this type of activity is usually covered under the PTA's insurance.
- Parking is not permitted on school grounds for parents dropping/collecting children to/from after school activities.

*****Due to allergies, no nuts or peanuts are allowed in the school*****

3. Responsibilities

3.1 Board of Management

The responsibilities of the BoM are:

- To facilitate afterschool activities.
- To discuss/approve applications for afterschool activities which are passed by the Afterschool Committee/PTA.
- To agree to terms and conditions for the use of the school property and facilities. As such, liability for loss, damage or injury falls under the terms and conditions of the PTA's insurance and not that of the Board of Management, with the exception of statutory obligations. The BoM of MPETNS and its PTA accept no responsibility for losses, accidents/injuries, which occur during off-site PTA organised after school activities.
- To terminate an afterschool activity at any time if it is deemed necessary. In such cases, a written explanation will be provided. The decision of the BoM is final in such matters.

3.2 Parent Teacher Association (PTA)

The responsibilities of the PTA are:

- To ensure this policy is adhered to.
- To designate a PTA Afterschool Activity Coordinator, taken from nominations at a PTA meeting. A sub-committee may be formed from the PTA/parent body to assist the PTA Afterschool Activity Coordinator. This sub-committee should have at least five volunteers (can be from the parent body, not only from the PTA Committee) to ensure the smooth running of afterschool activities. Less than five volunteers would mean that the number of afterschool activities offered to children would likely need to be reduced.
- To ensure all applications from activity providers are full and complete, with accompanying documentation, prior to submitting to the BoM for approval.
- To discuss and decide by vote whether to facilitate a proposed activity. A proposal may be voted on and passed via email if necessary.
- To seek good value for parents in running after school activities.
- To refer passed proposals to the Board of Management for approval.

Child Protection:

The PTA of MPETNS takes its duty of care towards children who attend after school activities very seriously.

The PTA will ensure that all adults involved in the running of after school activities have current vetting forms, submitted through Educate Together and passed by the Garda Central Vetting Unit.

3.3 After School Activity Coordinator (and their team)

The responsibilities of the after school coordinator are:

- To liaise with the principal to ascertain how many afterschool classes may be run, and in which location in the school.
- Meet with activity teachers, explain the system in the school, show the facilities available (for new activities).
- Select the day/time/location for the activity, with the activity teacher.
- To provide briefing materials for the instructor/teacher covering school policies, including this policy, the Code of Positive Behaviour, anti-bullying, child protection and Garda vetting policies, first aid guidelines, health and safety statement and school ethos/mission statement.
- Ensure applications from teachers are complete before presenting to the PTA Committee.

- To collect signed agreement which states that they will adhere to the school policies, from the activity teachers (see template in Appendix 2). This may be done by email.
- To ensure there is one designated Garda vetted volunteer in the school per day for the duration of the afterschool activities. If there is no Garda vetted volunteer available, the class cannot go ahead.
- Be a point of contact between the after school activity teachers and the school.

3.4 Parents/Guardians

The responsibilities of the parents/guardians are:

- To be contactable during the class in accordance with the activity provider's policies.
- To fill out and sign the required registration/agreement form for each activity and pay the applicable activity fees to the activity teacher.
- To alert the activity teacher to any illnesses/allergies/physical disabilities/special or additional needs of their child(ren).
- Members of the PTA, after school activity teachers or Garda vetted volunteers will NOT administer medicines. In situations where medication may be needed, the parents/guardians of the child will be asked to be on the premises for the duration of the class.
- To inform themselves of the dates, times and collection procedures of the classes.
- To ensure that their children are collected on time at the end of an activity.
- To notify the activity teacher directly if a child will not be attending his/her scheduled after school activity.
- To familiarise themselves with rules for off-site activities.
- To contact the after school activity teacher directly with queries about a class.
- Parents may contact the Afterschool Activity Coordinator if they wish to make a complaint about an after school activity.
- To remind their children of MPETNS Code of Positive Behaviour Policy.
- To sign up only their own child(ren).

3.5 Children

Although the school day is over, school rules and the Code of Positive Behaviour Policy still apply. No mobile phones are allowed to be powered on during after school activities. Reminder:

- Kind hands, feet and words
- Do your best and let others do the same.
- Show respect at all times to all those people and things around you.

3.6 Afterschool Activity Teacher

The responsibilities of the Afterschool Activity Teacher are:

Prior to course commencing:

- To apply to the school, via the PTA, to run an activity by filling in an Application Form. (Appendix 1). The application will be submitted to the Afterschool Activity Coordinator/PTA committee for review. If it is approved, the PTA will seek Board of Management approval for the activity.
- All advertising for afterschool classes is created by the Afterschool Activity Teacher, and the teacher may work in conjunction with the school/PTA committee to organise advertising within the school community.

- To be appropriately insured and provide proof of insurance. If parents are teaching after school activities, insurance will need to be provided by the PTA.
- To familiarise themselves with the briefing materials provided by the Afterschool Activity Coordinator prior to the commencement of the first class.
- To read and sign the agreement (see section 3.3 above) adhering to the school policies, which is sent by the Afterschool Activity Coordinator prior to classes commencing.
- To have Garda vetting related to Malahide/Portmarnock Educate Together N.S. This vetting is done through our patron, Educate Together. Forms are available from the school office.
- To provide a phone number and other contact details to all participating families.
- To check the school calendar for school closures and special events when scheduling classes.
- To open and manage the registration process, offer places, set up a waiting list (where applicable), collect payment, and maintain communications with the parent body through the duration of the activity (via WhatsApp group or whatever form the teacher sees fit).
- To ensure fairness, in general, places should be offered on a first come first served basis. However, children continuing a class from a previous term, or year, may be given preference in some instances.
- To ensure all data is collected, held and destroyed in a GDPR compliant manner.
- If parking on site is required by an after school activity teacher, permission must be requested from the school.

During the course:

- To adhere to the child protection guidelines and instructions for running a class outlined in this policy.
- To commence on time and take roll call at the beginning of each class.
- To ensure children going to the bathroom are accompanied by the Garda vetted volunteer.
- To phone the parents/guardians if a child does not turn up and the activity teacher has not been notified.
- To ensure that all children are safely collected by a parent/guardian at the end of each activity session. No child will leave the school with a person not designated by the parent/guardian.
- To supply all materials and equipment. If school equipment is being used with the school's prior permission, it must be used only by the designated organiser/instructor/coach/teacher. The allocated room shall be used solely for the agreed activity.
- To leave the room as it was found, cleaning it where appropriate.
- To report breakages or damage during the activities/courses to the principal/BoM, and to indemnify the school against any expenditure arising from it.
- Any income tax liabilities are the sole responsibility of the course organiser.
- Ensure that school doors are locked when leaving the building and yard gates are closed.

If cancelling a class:

- To contact the parents of children registered for the activity to inform them that the class will be cancelled.
- To refund monies paid, or schedule an additional class, if classes are cancelled.

In the event of illness/accident/incident:

- In the event of a child being sick during the activity, to seat the child comfortably at the back of the classroom, or with the Garda vetted volunteer, and contact the parent to advise that the child needs to be collected as soon as possible. If the parent is not available, contact the emergency person.
- To have a first aid kit and first aid procedures in place in case of an accident,
- To keep records of any incidents or accidents.

3.7 Garda Vetted Volunteer

Afterschool activities require a Garda vetted volunteer to be on site for the duration of a class. One Garda vetted volunteer is required per day, not per activity. In order to become Garda vetted, the volunteer (a parent or guardian), must apply through the school, and the school organises for the Garda vetting to be carried out. The school's Garda vetting policy is found on the school website www.mpetns.com under Policies.

The responsibilities of the Garda vetted volunteer are:

- To attend the school on the agreed day and time, and stay for the duration of the activity(ies).
- To ensure that all children have been collected before leaving.
- To ensure that children using the toilet facilities return to their class.
- To sit with any child that becomes ill during an activity until their parent/guardian arrives.

4. Rent

Rent is payable for all uses of school premises e.g. classes, concerts etc. Arrangements must be made in advance and in consultation with the principal and BoM in relation to costs pertaining to heating, lighting, cleaning and for maintenance of the area used during the after school activities.

Rent must be paid by the term, within one month of the activity commencing, directly to the school's bank account. The school issues the rental invoice. A receipt will be provided.

5. Running the class

The school staff is not responsible for the afterschool activities/classes.

The school is not responsible for cancellation of classes or any related supervision or notification to parents.

All inquiries should be made directly to the activity teacher.

6. Discipline

- Afterschool activity teachers are responsible for matters of discipline during the activity, and their discipline policy applies to afterschool activities run by them at MPETNS.
- After school activities should be fun for all the children involved. It is therefore important that the children themselves want to be there. Where children consistently show that they are not interested in the activity or in joining in with the group, or are being disruptive, the

afterschool activity teacher may advise the parent(s) that their child should take a break from the activity, or no longer attend. Although issues of discipline are a rare occurrence during after school activities, the handling of such issues should be in line with the MPETNS Code of Positive Behaviour document.

- The after school activity teacher may discuss any minor issues of discipline directly with a parent/guardian as a means of resolution.
- For a serious issue the child may be entrusted to the care of the Garda vetted volunteer while the activity teacher contacts the parent/guardian.

7. Participation in off-site sporting activities

From time to time the PTA may decide to facilitate sporting activities for children on sites not under the ownership or control of the Board of Management of MPETNS. The decision to run such activities will be taken as per the normal decision process.

The conditions and responsibilities outlined above will apply in all cases but the following conditions/responsibilities will also be applied. These additional responsibilities/conditions are based on the best practices, as outlined in the Irish Sports Council's Code of Ethics and Good Practice for Children's Sport. Parents are encouraged to familiarise themselves with the details in this document (<http://www.irishsportsCouncil.ie>).

Every child must be accompanied by a parent/guardian at all times before, during and after the activity.

Parents/guardians are responsible for ensuring that children in their charge get changed and accompany them to the toilets etc. The instructor will be in charge during lessons but parents/guardians will be fully responsible for their own children.

8. Faith Formation

Malahide/Portmarnock Educate Together National School respects all children and families equally regardless of social, cultural or religious backgrounds. During the school day, the children are taught an ethical education curriculum entitled, 'Learn Together.'

This curriculum is divided into four strands: · Moral and Spiritual Development · Equality and Justice - Belief and Non-belief Systems · Ethics and the Environment.

In line with all Educate Together schools, Malahide Portmarnock Educate Together has no religious, doctrinal instruction during the school day. In this way and others, we ensure that 'no child is an outsider' and everyone's beliefs are respected.

Faith formation or religious instruction is the responsibility of parents, in association with their local faith community. The Board of Management will, as far as possible, facilitate parents who wish to set up afterschool religious instruction classes on the school premises for children who attend the school, provided that the Board is satisfied that the holding of such activity will not, either explicitly or implicitly, impinge negatively on the school ethos, that the religious instruction teacher is sensitive to the Educate Together ethos and is not a member of the teaching staff of the school.

The establishment and organisation of religious formation classes is subject to the provisions and guidelines contained in this policy.

This Policy was ratified by the Board of Management on 23rd June 2021.



**M A L A H I D E
P O R T M A R N O C K**
Educate Together
National School

APPENDIX 1

Applying to Start an Afterschool Activity/ Recording Changes to Existing Activity

****This form must be accompanied by a copy of your current insurance policy. Your Garda vetting forms and ID should be submitted to the school prior to this form being submitted to the PTA to ensure there is no delay in the approval of your application.****

Details of Afterschool Activity

Name of Activity: _____

Age for which this activity is appropriate: _____

Proposed course content: _____

Provide a description of the class/supply a leaflet that can be used for Flyer/Noticeboard:

Location and space needed: _____

Max No. _____ Min No. _____ Child:Staff ratio _____

Name of teacher: _____

Teacher contact details that can be given to participating parents: _____

Day on which activity will take place: _____

Time of Activity: Starting: _____ Finishing: _____

If starting directly after school, will children be collected from class? Yes / No

Number of terms duration: _____

Number of weeks in a term: _____

Cost per child/ Sibling rate: _____

Please provide details of your refund policy or any trial period applicable:

Will parents be required to purchase additional materials/equipment – give details and cost:

If equipment is being used, please explain in detail: _____

Additional information relevant to the class/activity:

Please provide details of your qualifications/experience:

Please provide details of 2 other schools/clubs where you have taught classes including names and contact details for the After School Activity/Club Coordinator:

I confirm that in running this activity:

- a) I will endeavour to run it in accordance with the ethos of the school.
- b) The activity has full insurance cover and Garda clearance (please supply details of cover and clearance with this form)
- c) I agree to adhere to the after school activities policy.

- d) Children will comply with general school rules while on the premises.
- e) Children will be supervised at all times.
- f) The health and safety of all people on the premises will be protected. We are aware of and will adhere to the Safety Statement and fire safety arrangements of the school.
- g) I will make any parent volunteer involved in our activity fully aware of the above and require them to adhere to the after school activities policy.
- h) Prior to making any changes in arrangements, I will discuss with the PTA Afterschool Activity Coordinator and Principal and seek approval from the Board of Management.
- i) I will pay the applicable rent to the school in a timely manner.

Document Attachment/Confirmations	Yes	No
Insurance (copy of current policy)		
Garda vetting (vetted for Educate Together)		

Signed: _____ **Date:** _____

This form must be completed fully and submitted to the PTA Committee prior to the establishment of an afterschool activity in the school.



APPENDIX 2: Confirmation of board approval

Dear [insert teacher's name],

I am pleased to let you know that you have received board approval to run your afterschool activity at Malahide Portmarnock Educate Together National School.

Please read the information below carefully and confirm your agreement by return email. If you have any queries, please let me know.

Many thanks

[insert name]
MPETNS Afterschool Committee

The school has agreed to the following:

Name of Activity	
Location in school	
Day, start and finish time	
Rent	€1 per hour
Rent payable per class*	
Number of terms approved	
Number of classes per term	

*The rent allows 10 minutes to set up and 10 minutes to tidy up. If you require more time than this, please let us know, and the rent will be adjusted to reflect this. If the room is required for additional uses e.g. concerts, the normal rent will be charged for this time too.

The school will issue an invoice for rent to you, and your payments will be due in or around:

- 1st week of October
- 1st week of February
- 1st week of May

School Calendar:

Please consult the school calendar for specific days when afterschool classes cannot be scheduled (e.g. mid term breaks, school events eg parent teacher meetings etc.).

Rules for use of school facilities:

- Do not use school materials.
- Leave the areas tidy and clean.
- Stock the chairs in group of 6 (if you used them).
- Ensure all exit doors are closed when you leave.
- Close the gates to the school if you are the last to leave.

Finally, below is a list of the school policies that you will need to read and accept. Your agreement to this notification will be deemed as confirmation that you will operate in line with the following school policies:

School Ethos

Code of Positive behaviour Policy

Anti-bullying Policy

Health and Safety Policy

After school activities Policy

Signed _____

Date _____

Print Name _____