



Coláiste Pobail Bheanntaí

Seskin

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Extra Curricular Activities Policy

Coláiste Pobail Bheanntaí

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Policy Statement

The implementation of any Extra Curricular Policy will depend on the goodwill of the teachers, school partners and authorities.

- Management and staff recognise that Extra Curricular Activities (ECA) represent a valuable aspect of the learning process.
- ECA supplement and complement in-school learning and activities and provide opportunities for students to broaden their horizons.
- ECA provide individuals with opportunities to explore and develop their gifts and talents in other areas.

Policy Goals

- Ensure a consistent approach to the planning and implementation of ECA in the school.
- Provide the school community with a clear understanding of the role of ECA in the school.
- Enable students to take full advantage of ECA with a view to achieving a well- rounded education.
- Encourage parents to take an interest in and share in their child's development through support of ECA.
- Provide teachers with guidelines to help them to successfully implement ECA in the school.

Parental Involvement and Consent

As holistic education is dependent on a cooperative approach between parents and the school, it is vital that parents are fully aware of and committed to the success of the school's ECA policy. It is therefore essential that any ECA policy includes the delivery of a letter (appendix) to parents or guardians making them fully aware of the activities and requesting permission for the students' participation in the activity.

The Purpose of Coordination and Planning in ECA is

- To recruit and organise the necessary personnel for the implementation of ECA
- To draw up a yearly plan for ECA in the school (subject to amendment).
- To consider finances, resources and equipment at the end of each year.
- To promote the ECA programme inside and outside of the school.
- To create awareness of behaviour and safety guidelines among students and teachers.
- To develop an evaluation process to assess various ECA to facilitate future improvements.

Overnight/Extended Travel

- Coláiste Pobail Bheanntara's overnight/extended travel events must be related to the educational mission of the school and be approved by Board of Management.
- Details of the proposed trip must be submitted to the Board of Management for review and approval.
- Following approval from the Board of Management, a letter is to be sent home to parents detailing the nature of the trip, accommodation, cost and behavioural expectations.
- A sample of forms re student behaviour and permission can be found in the Appendix. This will be amended to suit the activity.
- Parents will be required to cover any costs incurred by their son or daughter due to misbehaviour or damage.
- The trip leader must ensure that all forms are signed and returned to him/her.
- Students are to be reminded that they are responsible for any academic work missed.
- Appropriate notification to the staff must be given at least two weeks prior to the trip.
- For trips greater than 3 days, an informational meeting with parents and students will take place to discuss the itinerary, the estimation of costs and any parent questions.

Accompanying Staff

- The ratio of students to adults will depend on the nature and length of trip.
- The male and female ratio will be adequate.
- Final decision regarding members of staff to participate in the trip will be made by the Principal. If possible, preference should be given to staff members with relevant experience and skills.

Insurance

- List of activities insured can be found in the appendix.
- No activity will take place unless insurance cover can be provided.
- In the event of an accident, an accident report form must be completed. A copy of the form can be found in the appendix.
- Medical expense claims : The parent/guardian will first pay the bills, forward the receipts to the school who will forward them to the VEC. These are then sent to the insurers and they again assess and make a decision on the case.

Child Protection : Student safety in ECA will be in accordance with child protection guidelines. Please find copy of same in Appendix.

Health & Safety

- Student health and safety in ECA will be in accordance with the school's health and safety policy:- copy of same in the appendix.

Other health and safety precautions for those responsible for children during ECA will include:-

- A medical questionnaire :- see Appendix
- First Aid boxes will be available during ECA to have at hand to deal with minor injuries.
- Close supervision of students that are known to be at a higher health risk than normal (e.g. asthma or epilepsy).
- All teachers will follow clear procedures when handling emergency medical situations.
- The provision by the school of a reliable mobile phone to all teachers taking part in foreign trips.
- Adequate levels of adult supervision will be provided during activities.

Transport

As ECA often requires travel, transportation issues will inevitably arise.

- Transport supplied must be suitable and well maintained, with teachers having the right to refuse any vehicle that they deem to be unsuitable for the outing in favour of a suitable replacement vehicle
- The driver should be used to dealing with students and have a full knowledge of the itinerary.
- The driver is responsible for getting the vehicle safely to its destination but teachers are responsible for student behaviour on the bus.
- Vehicles to be left in the same condition of tidiness as they were found

ECA Form

Activity: _____

Date: _____

Time of departure: _____

Time of return: _____

Itinerary: _____

Aims and objectives of the activity: _____

How these aims and objectives will be met: _____

Possible follow-up activities: _____

Breakdown of the various costs associated with the activity, and a total cost: _____

Any special funding available for the activity: _____

Cost to the students: _____

Provision for those who cannot afford the cost: _____

Supervision levels required for the activity: _____

(This form must include a note that the activity is covered by the school's insurance)