

St Anne's Community
College
Killaloe



Extra Curricular Policy

Extra-Curricular Policy

Definition:

Activities are provided for the whole student body of St Anne's Community College. Ideally, there should be a diverse range of activities to cater for all students.

Policy Statement :

Within our holistic approach to education, we see the provision of a wide range of Extra Curricular Activities (E.C.A.) as being vital to allowing our students access as broad a range of experiences as possible. These activities form an essential part of the school's objective of enhancing the full development of the student. They supplement and complement in-school learning and provide opportunities for students to broaden their horizons in ways that would not be possible within the confines of the structured curriculum alone.

VISION / AIMS:

- To foster confidence in our students and teachers to develop their talents and abilities.
- To respect the diversity of our student body.
- To encourage students to be positive in their outlook on life and make a positive contribution to their school and society.
- To prepare students for further education and world of work.
- To nurture the values of tolerance, inclusion and care within the school and wider community.

RATIONALE :

St Anne's Community College recognises how extra-curricular activities can help in the achievement of all of the above aims of the school's mission statement. It is because of this recognition that the school has such a high emphasis on extra-curricular activities and encourages all students to participate in these.

GOALS :

- To plan and implement a broad and diverse programme of Extra Curricular Activities (E.C.A.)
- To encourage as many students as possible to take part in E.C.A.s
- Ensure consistent approaches to the planning and implementation of Extra-Curricular activities in the school
- Provide the school community with a clear understanding of the role of Extra-Curricular activities in the school
- Enable students to take full advantage of Extra-Curricular activities with a view to achieving a rounded education
- Encourage parents to take an interest in and share responsibility for their children's overall development through support of the school's Extra-Curricular activities
- Provide teachers and other staff members with assurance and guidelines to help them with what is effectively voluntary work for the benefit of the students and the whole school community.

HEALTH AND SAFETY :

The following are in place to ensure compliance with health and safety requirements

- Availability of First Aid equipment

- Identification of staff members qualified in First Aid, and the availability of training in First Aid
- Safe environment for the E.C.A.s
- Adequate levels of Supervision (See below)
- Appropriate Insurance Cover (See below)
- Compliance with Child Safety Procedures
- Appropriate Transport when students are travelling to extra-curricular events outside the school.
- Suitable dress be worn for E.C.A.s (On the day of an E.C.A. students are required to wear the official school PE uniform.
- It is the responsibility of the teacher/supervisor to maintain all sports equipment. Sports gear should be washed and collected as soon as it is used.
- There is a responsibility on parents and pupils to inform the organisers of an E.C.A. of any relevant medical concerns.
- Students will be requested to fill out a permission slip for ECA's where necessary.
- School management is to be informed of all planned ECA's in advance.
- The final decision on participation is at the discretion of the School management following consultation with the E.C.A. organiser.

ROLES AND RESPONSIBILITIES :

In-School Management

- To put in place the structures and procedures for the implementation of the policy.
- To monitor the implementation and facilitate review of the policy.
- To support and affirm teachers involved in ECA.

ECA Teachers

- To implement the policy and provide feedback on its application.
- To keep records of ECA incidents and report these to the Principal/Deputy Principal.
- To ensure student awareness and acceptance of the policy.

Parents

- To read, understand, and support the policy.
- To provide any relevant information requested by the school regarding their children and ECA.
- To encourage their children to participate in ECA.
- To support and affirm teachers involved in ECA.

Students

- To obey all instructions of supervisors of ECA and St Anne's Community College school rules.
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- To acknowledge the work being done through ECA on their behalf by always being respectful.
- To gain enjoyment and fulfilment from their involvement.

With relation to school work missed

It is expected that if a student misses school work or fails to complete homework due to extra-curricular activities, the onus is on the student to catch up on this work at a later date.

Withdrawal of a student from E.C.A.

The provision of ECA's by the school is regarded as a "privilege" for students. This decision to withdraw the student from the activity may be made by school management, parent or teacher in charge. A student's record of behaviour will be taken into consideration when deciding if they are to be withdrawn from an E.C.A. trip or tour. A class teacher may recommend withdrawal of a student from ECA to management or teacher in charge in certain circumstances. The school Principal, following consultation with the relevant teachers, will have the final decision in this matter.

Insurance

The school's state indemnity insurance covers Employers and Public Liability. All students are covered by 24 hour Personal Accident Insurance Cover provided by the school. In the case of overnight trips/trips abroad the required group travel insurance is put in place.

Supervision

Levels of supervision will vary according to the ECA being undertaken, its duration and the ages of the students taking part. Teachers engaging in Extra-Curricular activities ensure adequate levels of supervision are in place for each E.C.A.

Medical Needs

Parents/Guardians of students with medical needs inform the school of these needs. Details of these needs are available for teacher to view on VS-Ware and shared files on Teams. Emergency information is available in the PE Office and in the school staff room. First Aid equipment and supplies are available in the school's First Aid room. First Aid kits are available for teachers to bring to all activities outside the school. The teacher(s) responsible for organising Extra-

Curricular activities is required to be familiar with this information and ensure that the relevant medical needs are catered for.

Transport

Transport must be suitable and well-maintained and must be compliant with relevant safety regulations.

Behaviour and Discipline

The school's Code of Positive Behaviour applies to all extra-curricular activities. The school has the right to withdraw a student or group of students from an activity for any breach of the school's code of behaviour.

Child Protection

This school policy on ECA affiliates to the school's/Patron's/DES issued Child Protection Procedures. All of the earlier issues will, in various ways, be influenced by the aforementioned guidelines.

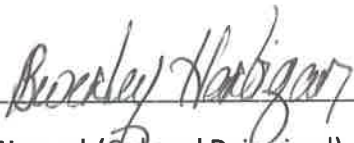
Many ECA's involve locations and people external to the school premises/community there is an additional onus on the school personnel to ensure that good practice prevails at all times. It is the responsibility of St Anne's Community College school management to ensure all teachers have completed Tusla's Children First online training course. It is the responsibility of school management to present Child Protection Refresher Training to staff at least once in each school year.


Review and Evaluation

This programme is subject to a yearly review and evaluation. The review team will include representatives of the ECA Committee, the Principal, and the Deputy Principal. This review will gather the views

and experiences of all involved in relation to the success of the provision of ECA's within the school. The policy will be analysed to examine the impact of the policy on the ECA program, and address any policy areas that need amendment or improvement. It will be carried out annually with teachers involved and from time to time with parents and students.

This policy was ratified by the board of Management on 28/09/22


Signed (School Principal)


Signed (Chairperson of the Board of Management)