



After-School Activities Policy

Introduction

At Kilmacanogue National School, we believe that after-school activities are an important part of our students' educational experience, helping them to develop a range of skills and interests beyond the standard curriculum. The school has a long tradition of offering a wide range of after-school activities for students.

This policy sets out the guidelines for introducing, managing, and delivering after-school activities, with the safety and well-being of our students as the primary focus.

For the purposes of this policy:

- The term 'Parents' is used to represent all parents and guardians.
- The term 'Facilitator' is used in relation to external facilitators and to school staff engaging in After-School Activities.

Proposal to the Board of Management (BOM) for New Activities

Any new after-school activity must be proposed to the School Principal and approved by the Board of Management (BOM) before being introduced. This process includes:

Initial Proposal:

The facilitator or interested party must submit a formal proposal to the School Principal outlining the activity, its objectives, any associated costs, timeframes, and potential benefits to students (see Appendix A). This proposal must also include reference to safety procedures, arrangements for welcoming and collection/dismissal of pupils and confirmation of necessary vetting requirements. Facilitators are required to obtain their own insurance for the activity offered prior to approval.

Approval Process:

Once all information has been submitted, the BOM will consider whether to approve the introduction of the activity. The BOM will ask for any clarifications as deemed necessary. Rent agreements will also be discussed at this stage on a case-by-case basis. Facilitators will be required to provide the Board of Management with their insurance policy number and expiry date before final approval.

Continuation of Activities:

Arrangements for after-school activities will be reviewed at the end of each school term or year, depending on the activity. The Board reserves the right to withdraw the use of school facilities, depending on the needs of the school. Facilitators will be invited to reapply at the end of each school year for the following September.

Other Applications for Use of School Premises:

Any other proposals for activities outside of school hours will be considered under the same basis of this policy e.g. evening activities, Easter camp, summer camp etc.

As a general rule, only current students of the school are eligible to participate in activities that take place immediately after school hours and camps that take place during school holidays. Applications to provide activities outside of this scope will be considered by the BOM on a case-by-case basis.

Communication of New Activities to Parents

Communication Method:

- Once an after-school activity has been approved, details of the activity (including dates, times, costs, and facilitators) will be communicated to parents.
- The school will publish a list of activities on the school website/newsletter for perusal and are happy to facilitate an introductory message from the facilitator via Aladdin or similar school communications.
- As a general rule, all communication for after school activities should go through the facilitator and not the school office. Facilitators are required to provide a mobile number and/or email address, to be shared with parents for this purpose.

Response & Registration:

Parents will be asked to indicate their interest and register their child for the activity. Registration forms and details will be provided, and a clear deadline for registration will be given. Activities will be subject to minimum/maximum participation requirements.

Arrival and Dismissal Arrangements

These arrangements are in line with the school's Arrival and Dismissal of Pupils Policy.

Starting Times:

- All activities will start immediately after school, at 3pm, with the exception of infant activities, which will begin at 2pm.
- Facilitators are to make students and staff aware of the meeting point arrangements for their activity.
- Pupils will remain under the care and supervision of school staff until the activity begins.
- Junior pupils will be escorted by school staff to the activity and handed over to the facilitator.
- Senior pupils are allowed to go directly to the meeting point.
 - Note: Senior pupils are normally allowed to leave the premises unaccompanied at 3pm as per school policy and are not handed over to a parent. Therefore, it is the responsibility of all parents to ensure that their children know what to do

- after school on any given day (e.g. to walk home or to go to an after-school activity).
- Senior pupils are reminded that they may return to the school at any time if there is a mix-up regarding collection on any given day.
- Parents of senior pupils are asked, as a courtesy, to inform the facilitator if their child is present in school but will not be attending the after-school activity on any given day.

Collection for Infant Pupils

- Activities such as Yoga or Irish Dancing for infant classes (Junior and Senior Infants) will conclude at 2.50pm.
- Parents are asked to collect their children promptly at 2.50pm from the designated location (most typically, this will be outside the blue front door of the school). The facilitator will supervise children until their parents or guardians arrive.

Collection at 4pm

Activities for older children will finish at 4pm and parents are asked to collect their children promptly at this time.

- Facilitators will supervise students until they are collected.
- Children from 3rd-6th Class are allowed to leave the school independently, in line with school policy, unless otherwise decided and communicated by the facilitator.
- Children in 1st and 2nd Class will be handed over to a parent at the designated collection point. If parents wish for 1st and 2nd Class children to leave the school unaccompanied or to be collected by an older sibling, they must give permission in writing to the facilitator (see Appendix A and Appendix B).
- Parents **must** pick up their child from the designated collection point only, which will be communicated to the relevant families by the facilitator. This will be either outside the blue front door of the school or the black school gates, unless otherwise agreed with school management.
- It is not considered appropriate for parents to access the school building, school grounds or classrooms during after-school activities, either to observe activities or to have an impromptu meeting with teachers or school management. All requests for a meeting should be directed through the office, in accordance with school communication policies and practices.
- Parents are asked to adhere strictly to these arrangements to ensure the safety of all students and staff.
- Late Collection: Parents are required to provide all facilitators with up-to-date contact and emergency contact information. If a child is not collected on time, the facilitator will contact the parent or emergency contact.

Supervision of Students During After-School Activities

Responsibility of Facilitators:

- Facilitators are responsible for the supervision and welfare of students during the activity.
- Facilitators must have relevant qualifications for the activities they are running. They are required to have appropriate procedures in place to ensure the safe conduct of the activity and respectful behaviour at all times.
- Any issues which may arise during after-school activities e.g. allegations of bullying, do not fall under the responsibility of the school's Code of Behaviour or Bí Cineálta Anti-Bullying procedures. Parents must liaise directly with the relevant facilitator in addressing the behaviour and the school takes no part in this process.

School Staff Role:

- School staff are not responsible in any way for supervision relating to after-school activities, aside from ensuring that junior pupils are handed over to the appropriate facilitator/staff member.
- Where school staff are involved in facilitating after-school activities, all school policies remain in operation for students and staff.

Arrangements for Cancellation of Classes

Notice of Cancellation:

Any cancellation of an activity due to unforeseen circumstances (e.g., facilitator illness, weather conditions, etc.) will be communicated to parents as soon as possible through the facilitator of said activity. (email, text, etc.). The school can facilitate this type of message in exceptional circumstances.

If an activity is cancelled for a longer period (e.g., due to holidays or other extended issues), parents should be notified of the expected resumption date.

Refund Policy

Each facilitator will establish their own procedures for payments and refunds. Generally speaking, if a class is cancelled by the facilitator and cannot be rescheduled, parents should be offered a refund or credit toward the next term of activities.

Requirements

Garda Vetting:

All facilitators involved in after-school activities must undergo Garda vetting prior to working with children. This is a legal requirement and will be confirmed with the facilitator before the activity begins.

Child Protection:

Facilitators must indicate their familiarisation with and understanding of the school's Child Safeguarding Statement.

Reporting Concerns:

Facilitators must follow the school's child protection policy and report any concerns about a child's welfare to the school's Designated Liaison Person immediately.

Code of Behaviour:

All facilitators must be familiar with the school's Code of Behaviour and are required to maintain and promote a safe and respectful environment at all times.

Conclusion

This After-School Activity Policy is designed to ensure that all extra-curricular activities at Kilmacanogue National School are conducted in a safe, structured, and supportive manner. Parents, staff, and facilitators must work together to ensure the success and safety of our after-school programs.

Ratification & Review

This policy will be in operation from September 2025 and will be reviewed as deemed necessary.

Signed by Judy O'Toole (Chairperson)

Date:

Signed by Mark Sheekey (Acting Principal)

Date:

Kilmacanogue National School

APPLICATION FOR THE USE OF SCHOOL FACILITIES FOR AFTER-SCHOOL ACTIVITIES -2025-2026

1. ORGANISATION DETAILS

Name of Association / Group / Proposed Activity: _____

Business Address (if applicable): _____

Contact Details Lead Facilitator / Organiser:

Name: _____

Tel No: _____

Email address: _____

Postal Address: _____

2. FACILITIES REQUIRED

Facilities / room required: _____

Purpose: _____

Day(s) required: _____ Time(s): _____

3. INSURANCE DETAILS

Name and address of insurance company (if applicable): _____

Policy number: _____ Expiry date of policy: _____

4. PROPOSED ARRANGEMENTS AND CONTACT DETAILS

Proposed arrangements for collection/dismissal of pupils:

Proposed arrangements for communicating with parents/guardians:

Name and contact details of person who will be in charge (if different from above):

5. DECLARATION/AUTHORISATION TO BE SIGNED ON BEHALF OF ORGANISATION/BODY

I / We agree to the conditions governing the use of Kilmacanogue NS school property as specified on the form attached.

I / We have read the school's After-School Activities Policy and agree to abide by the terms laid out.

I / We confirm that we have read the school's Child Safeguarding Statement and are fully aware of the responsibility of all facilitators to report any concerns about a child's welfare to the school's Designated Liaison Person or Deputy Designated Liaison Person immediately.

I / We confirm that arrangements have been made for adequate supervision of pupils and that all adults working with children have up-to-date Garda vetting.

I / We authorise the School to make such enquiries, as it deems necessary in connection with this application.

| | |
|---------------|--|
| Name (print): | |
| Signature: | |
| Date: | |

APPROVAL OF APPLICATION

Use of school facilities sanctioned (dates and times):

- The original insurance certificate has been inspected and a copy has been retained for school records.
- A copy of the approved application has been given to the applicant together with a copy of the conditions approved by the board of management in relation to the use of school property by outside bodies.
- This approval is subject to review, depending on the needs of the school and the successful running of the activity.

SIGNED:

FACILITATOR: _____

DATE: _____

Chairperson / Principal on behalf of the Board of Management

DATE: _____