



Newbridge Educate Together National School

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Introduction

This policy was drawn up by NETNS staff in consultation with and ratified by Board of Management and circulated to staff. It is also available to read on the school's website by parents / guardians of the children. The objective of after school activities should be of benefit to the well-being and social development of the pupils. The purpose of the policy is to document current and future practice in afterschool activities.

Rational

The objectives in drafting this After School Activities policy are:

- To ensure the activities benefit the well-being and social development of the pupils
- To promote links within the school community by providing affordable after school activities
- To ensure children have a variety of after school experiences during their time in NETNS by presenting the children with a selection of activities that link to different aspects of the national curriculum
- To give staff an opportunity to share their personal interests and talents in a less formal setting and build relationships with pupils of different age groups
- To provide after school activities that take into account the age and interest of the children
- To afford all children the opportunity to develop new interests and skills and possibly discover a new talent
- To ensure that after school activities are organised to the highest possible safety standards
- To provide a range of educational experiences not possible always within the school day.

Related Documents

This policy should be read in conjunction with the following:

- The Code of Behaviour
- The Positive Language Policy
- The Anti-Bullying Policy
- The Dignity in the Workplace Policy
- Procedure for handling concerns and complaints

After School Activity Planning

- Staff wishing to undertake an after school activity must attend the planning meeting at the beginning of each new term
- Staff must collaborate with each other to ensure fair usage of the outdoor areas in the school

- Staff must endeavour to provide a fair selection of activities that offer both indoor and outdoor activities to pupils inclusive of the class groups from 1st – 6th
- After school activities cost €3 per week, an additional payment may be added if materials need to be purchased
- If staff need to postpone an activity it is their duty to ensure a letter is sent home informing each parent/guardian of the date change as well as an update on the school website
- Staff using school equipment must return it in an organised manner to its allocated storage room/cupboard
- If the uptake for an activity is low, members of staff can cancel the activity for the coming term and must inform parents of pupils who did sign up via a letter and an update on the school website
- Staff members undertaking activities will limit their group to 30 pupils for healthy and safety reasons.
- Member of staff running the after school activity agree to take full responsibility for all pupils in their care for that hour.

Procedure for Sign Up and Organisation of Activities

- Staff must create and share their after school sign up on the school website before the allocated date
- Staff must circulate consent form to pupils in their after school activity **before** the first day of the activity, the consent form must include a contact number for a parent/guardian in case of an emergency.
- Staff members agree to monitor their sign up and delete any name that has been re-entered a number of times
- Members of staff will inform their group where to line up in the yard each week, pupils stay with their class teacher until the after school person arrives, a rolla must be taken before beginning the activity or moving from the yard.
- Staff must have their list of contacts for each pupil available in case of a concern/emergency.

Sign Up and Communication with Parents/Guardians

- An update on the school website will inform parents when a new afterschool activity sign up will be available
- After school sign-ups are filled on a first come first served basis, any name that reappears a number of times will be considered an error and deleted by the staff member coordinating the activity
- Contact with the staff can be made using the same method as any other circumstance; email via admin@netns.ie for attention of 'name of staff member'
- Parent/guardians agree to return the consent form on the first day of the activity with the full payment
- Staff, pupils and parents/guardians agree to adhere to all school policies throughout after school activities
- Parents/guardians agree to collect their child/ren in a timely manner. After school finishes at 3.10pm.

- Parents/guardian must communicate via email (admin@netns.ie) or phone call if a pupil is attending school but not attending after school on the same day.

