

# ST NESSAN'S COMMUNITY COLLEGE

(Pobal Choláiste Neasáin Naofa)



## Policy on Extra-Curricular Activities

*July 2007*

## **SCHOOL PHILOSOPHY/MISSION STATEMENT**

St Nessian's Community College is a non-denominational, co-educational school. It is comprehensive in its intake and in its curricular provision.

St Nessian's Community College is committed to maintaining an educational environment where the growth, learning and development (Fás, Foghlaim, Forbairt – school motto) of our students can flourish.

To further the aims of St Nessian's as expressed in the mission statement:

- The pursuit of high standards in all endeavours will be expected and every effort will be directed towards the attainment of such standards.
- The school will do its utmost within its resources to provide appropriate opportunities so that every individual has the opportunity to gain maximum benefit from their experience in St Nessian's.
- The rights, responsibilities and dignity of all individuals within the school community will be respected. However, the Common Good takes precedence where there is a conflict between individuals.

### ***Terms of Reference:***

This policy refers to the organisation by and participation of staff, mentors and students in teams, individual competitions and social/cultural days representing St Nessian's Community College, (e.g. sports, debating, quiz teams and musical groups).

### ***Rationale:***

Our mission statement states 'Each person is valued, encouraged and assisted to reach his/her potential as a responsible citizen'. St Nessian's Community College recognises the potential contribution that participation in extra-curricular activities can make to the development of the rounded individual. In the light of this statement, students are encouraged to take part in the extra-curricular life of our school. Extra-curricular activities supplement and compliment in-school learning and activities and provide opportunities for students to broaden their horizons in ways that would not be possible within the confines of the school premises alone. Representing St Nessian's Community College as a team, group or individual, should be considered an honour and students are expected to display commitment and dedication to their chosen activity.

### ***Implementation of Policy***

1. The implementation of this policy depends on the goodwill of the school partners and authorities.
2. School rules apply at all times.
3. A spirit of goodwill and sportsmanship should be encouraged.
4. Twenty-four hours notice to be given of upcoming events and fixtures to the school authorities.
5. Students must inform their class teachers in advance of events and fixtures.

6. In the event of a student time-tabled for detention on the day of an event/fixture – the student must advise the co-ordinating teacher at least twenty-four hours in advance (failure to do so will prohibit the student from participation in the event). The co-ordinating teacher must liaise with the Year Head to reschedule detention.
7. Students must inquire from their class teachers what homework they missed and arrange a submission date for this.
8. Students are responsible for having appropriate gear, footwear and change of clothes.
9. Spectators must have prior approval by school authorities before attending any event/fixture. They are expected to be fair and sporting. School uniforms must be worn.
10. Parental involvement in training and coaching of teams is welcomed, subject to the approval of the school authorities. Their support at events is also encouraged.
11. Students may be asked to fundraise to subsidise transport and equipment costs.
12. Students sick or injured on the day of a sporting event will not travel to the fixture.
13. In the event of a student requiring immediate medical attention, the accompanying teacher should seek appropriate help and remain with the student until contact and arrangements have been with parents/guardians.
14. The school will endeavour to send at least two adults to all events/fixture.
15. Students are discouraged from eating in fast food establishments.
16. Students must wear full school uniform unless instructed otherwise by the school.
17. Compliance with all instructions of bus drivers and other outside authorities with responsibility for Extra-Curricular Activities, such as instructors or guides is advisable.
18. Strict adherence to any safety and health precautions associated with a particular activity is necessary.
19. The utmost respect must be shown to the necessary Extra-Curricular Activities organisers and property of others when on Extra-Curricular Activities.

### ***Educational Tours by School Groups (both inside and outside the State)***

The objective of an educational tour should be that it should provide a significant benefit in the educational, intellectual, cultural and social development of the maximum number of pupils in the particular grade(s) taking part in the tour and which benefit cannot be provided by in-school activities alone. Where the College authorities are satisfied that the school tour meets with the above criteria, such a tour may be undertaken without seeking prior approval from the Department. However the attached template should be completed by the Principal in planning of a school tour and should be retained in the school for examination by a Department Inspector in the course of normal school inspection.

Authorisation to grant approval for educational tours by school groups both inside and outside the State is hereby devolved to the school authorities subject to the following criteria...

- School tours should be an extension and reinforcement of classroom activities and should be designed to include the maximum number of pupils in a class. The tour should, accordingly, enhance the learning process of as many pupils as possible by providing education experiences which the classroom alone cannot provide.
- Tours should be planned, in consultation with parents, well in advance of tour dates and preferably before the start of the school year. The full cost of the tour should be communicated to parents at the planning stage. This will have the added advantage of facilitating financial preparation with a view to allowing maximum pupil participation. Every effort should be made to ensure that the cost involved does not prevent any pupil or group of pupils from participating in the tour.
- By international standards, the school year in Ireland has long holiday periods. Educational tours of more than one days duration should be arranged to coincide with normal school holiday periods.
- Schools should ensure that adequate insurance cover is in place and that written parental approval is obtained for each pupil to take part in the tour. Such written approval must not seek to devolve any liability to the parent for any aspect of the tour.
- The school authorities must ensure that pupils who are not participating in the tour (including pupils from other classes who will be affected by their subject teachers absence) are adequately catered for while their teachers are away on the tour. Appropriate arrangements should be made for the conduct of those teachers' classes in their absence in accordance with Department guidelines. Schools should on all occasions take into account the effect that the absence of accompanying teachers will have on the normal work in the school and numbers absent should be kept to the minimum level required.

Where school tours impinge upon the standard school year, the following guidelines are put forward as to the type of educational visit envisaged by the Department as acceptable for the purposes of regarding absence on such visits as school days:

- (a) Educational visit involving an exchange of groups of students with another school.
- (b) Educational visit involving attendance at a course of instruction.
- (c) Educational visit involving active participation in a music or drama festival.
- (d) Educational visit to a conference or exhibition of clear educational value (e.g. Young Scientist Exhibition, Higher Options Conference or Exhibition on Careers and Guidance Counselling)
- (e) An educational visit should be appropriate to the age group/grade concerned (e.g. The Higher Options Conference would be more appropriate for senior cycle students than junior cycle students)
- (f) Educational visits (inside or outside the State) involving significant linguistic or cultural benefit to the maximum number of pupils.

This list is given by way of example and is not intended to be exhaustive.

**TOUR TEMPLATE**

**Details of School Tour**

**Name of School**

**Address**

**Roll No**

**Tour Dates**

<b>From</b>	<b>To</b>	<b>Number of School Days</b>
___/___/___	___/___/___	
<b>Brief Outline of Tour</b>		

**Number of Students Participating**

**Total number of students in relevant grade**

**If some students are not participating, outline the reasons why**

**Expected benefit to accrue from the tour**

**Why is the tour deemed to be necessary**

<b>Class Teacher</b>	<b>Adults accompanying the students</b>	
	<b>Number of other teachers</b>	<b>Number of other adults</b>

**Confirmations**

<b>That appropriate arrangements are made in Accordance with College authorities for those Classes whose teachers are absent with the tour</b>	<b>Yes:</b>	<b>No:</b>
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<b>That adequate insurance is in place to cover all risks While on tour</b>	<b>Yes:</b>	<b>No:</b>
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<b>That parental permission has been secured for each Student who is to participate on the tour</b>	<b>Yes:</b>	<b>No:</b>
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**Signature of Principal:**

**Date:**

## ST. NESSAN'S COMMUNITY COLLEGE

### OUTWARD BOUND

**When you intend to take a group of students out of school on a school trip, visits to Cinema/Theatre, Exhibitions etc., please note the following procedure should be followed:**

### CHECK LIST

1. Inform Principal/Deputy Principal that you intend to take a group of students out of school.
2. Details of the activity, times of departure and return should be notified to parents and if necessary parental consent should be sought. Parental consent (written) is essential when students are expected to make their own way to or from a venue.
3. Arrange cover for your classes.
4. Submit following details 7 days in advance of planned activity to allow time for insurance cover to be arranged:
  - (a) list of participating students
  - (b) details of activity
  - (c) name(s) of accompanying teacher(s)
  - (d) transport arrangements 7 days in advance of the activity.

This list not subject to change once it has been forwarded to school insurers.



## **ROLES AND RESPONSIBILITIES**

The school should address the roles and responsibilities of the various parties that make up the school community regarding the Extra-Curricular Activities Policy. These might include the following:

### ***Board of Management/VEC:***

- To ensure that the policy is developed and evaluated going forward
- To approve the policy
- To consider reports from the Principal/Deputy Principal on implementation of the policy.
- To support and affirm teachers involved in Extra-Curricular Activities.

### ***Principal/Deputy Principal:***

- To put in place the structures and procedures for the implementation of the policy.
- To monitor policy implementation.
- To support and affirm teachers involved in Extra-Curricular Activities.

### ***Extra-Curricular Activities Teachers:***

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

### ***Parents:***

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

### ***Students:***

- To obey all instructions or supervisors of Extra-Curricular Activities.
- To always act in a safe manner when involved in Extra-Curricular Activities.
- To acknowledge the work being done through Extra-Curricular Activities on their behalf by being always respectful.
- To gain enjoyment and fulfilment from their involvement.