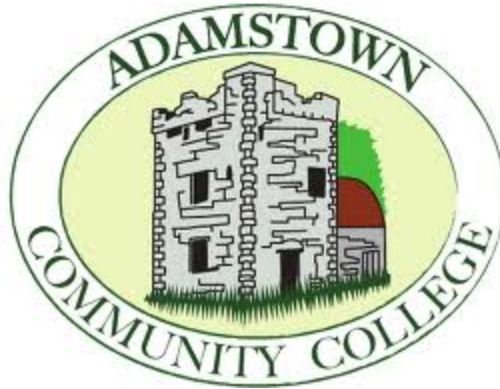


# Adamstown Community College



## Extra-Curricular Policy

### **Policy Statement:**

The implementation of any Extra Curricular Policy will depend on the goodwill of school staff, teachers, school partners and management. 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. Furthermore they provide individuals with opportunities to explore and develop their gifts and talents in other areas.

### **Policy Goals:**

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

## **Rationale:**

- Adamstown Community College strives to provide all students with a complete and full education, providing not just an academic education but an education that leads to the holistic development of the child. Extra-curricular trips and outings form an important aspect of a rounded education and it is vital that a standard is put in place whereby both teachers and students know the principles of good practice that apply to extra-curricular outings.
- An extra-curricular policy greatly assists staff in the planning of trips/training sessions, ensuring that they are aware of all precautions and concerns that apply and must be considered in the organisation of trips or outings. Clear guidelines ensure the health and safety of both staff and students and allow for the efficient running and planning of trips. It also ensures that the standard of supervision is firmly within expected guidelines and standards. The policy will aid in clarifying the standard of behaviour expected from all students when involved in extra-curricular activities and assist in identifying situations whereby a student may be refused permission to partake in an extra-curricular activity
- The curriculum content of some subjects, requires field studies/trips/outings/recreational activities, which take place off school grounds.
- All teachers involved in extra-curricular activities should try to interact positively with the students, thereby enhancing their experience and enjoyment of the activity. The extra-curricular policy facilitates and aids the achievement of the aims of extra-curricular activities and protects teachers by providing a clear framework for the promotion of best practice.

## Health and Safety

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

### First Aid Equipment

First Aid boxes will be made available at all games and activities. Teachers traveling to activities must collect a first aid kit from the secretary's office.

### First Aid Staff

NAME: Niamh Byrne  
NAME: Rhona Carty  
NAME: Eimear Carroll  
NAME: Alice Roche  
NAME: Graham Ward  
NAME: Geraldine Harkin  
NAME: Clare Moloney  
NAME: Suzanne Linnane  
NAME: Paul Hollywood

### Teachers will ensure that the following are provided:

Appropriate Transport:

- Where bus transport needs to be arranged it must be done through the school office.
- Each student will be assigned a seat when traveling to and from activities on buses.
- Students must obey the directions of the bus driver.
- Students may not be transported in teacher's private vehicles.

### Adequate levels of Supervision

Supervision will be provided for students who are partaking in any school organised activity. The level of supervision will be as outlined in the itinerary provided for that trip.

In relation to sporting events the team teacher will accompany the students to the activity, both home and away. The team teacher will remain in the presence of the students for the duration of the activity. When traveling to and from the school pitch, for training and for home matches, students are expected to do so in a responsible manner using the footpaths.

Any fundraising activity which is organised by the school and which takes place outside of the school premises, e.g. sponsored walks/runs, bucket collections,

carol singing, etc will be accompanied by the appropriate level of staff supervision.

### Medical Concerns

- There is a responsibility on parents and pupils to inform the organisers of an extra-curricular activity of any relevant medical concerns. It is at the discretion of the teacher organising the trip to decide if they are confident in bringing a student with a serious medical issue on a trip without compromising the safety of the student concerned or other students on the trip.
- Parents will be notified via the school journal OR a phone call home of any injuries of concern sustained during the extra-curricular activity.
- Students complaining of previously sustained injuries will be advised not to partake in physical activities.
- Students may be involved in off-site Physical Education classes during the school year and in this instance the normal school rules and Code of Positive Behaviour will apply.

### Injury requiring emergency first aid/hospitalisation

1. Call 999 to request an ambulance
  - ask for estimated time of arrival (E.T.A) to the location of injury
  - clarify the hospital to be visited
2. Inform the School. Provide details on the;
  - name of student,
  - location,
  - nature of the injury

The school will notify the parents of the injured student.

3. If there is only one teacher accompanying the students and it is deemed necessary at this point, the school will send a second teacher to either the location of the injured student OR the hospital depending on E.T.A of the ambulance and distance from Adamstown Community College.
4. The team's teacher is to prioritise supervision of the majority of students if an ambulance arrives and hospitalisation is required AND the second teacher has not arrived yet.
5. An Incident Report Form must be completed on arrival back to the school
6. Expenses relating to retrieval of teachers and cars to be covered by the school

### Communication, Booking and Documentation:

#### Communication

- A list should be compiled of parents' mobile numbers of participating students. Parents should be provided with the school mobile phone number which will be used for the trip. (School mobile number 085 2707703 and TY mobile number 083 0591925)
- Emergency contact numbers of Parents/Guardians and all personal information relating to students, including copies of passports, European Health Insurance Cards (EHIC) cards etc. should be available to staff at short notice during the trip.

- The tour organiser should have the emergency contact numbers of the Principal and the Deputy Principals.
- All Extra-Curricular teachers must ensure that the school's office has contact details of parents/guardians
- Students away at extra curricular activities should be recorded on VShare.
- Students and parents must attend all information evenings/meetings and co-operate with all the requests pertaining to the trip.

#### Booking

- Permission must be obtained from school management before any extra curricular activities are arranged.
- An online or hardcopy transport request form needs to be submitted to the office.

#### With regards to overnight trips and exchanges:

- An application must be made by the student.
- Applicants are considered and successful applicants are confirmed by the organisers
- The deposit should be paid using our online payment system, if possible, once the student's participation has been confirmed by the school
- Parents will receive the Permission Letter/Form once the deposit is received
- All sections must be completed and the form returned to the organiser by the specified date. Details of accommodation, travel arrangements, any special local conditions, personal items that the students need to bring, guidelines for spending money, and money for extras such as meals and excursions will also be sent to parents.

#### Documentation

- Students must organise their EHIC cards for travel within the EU.
- Passports must be valid for at least six months following the trip and will be photocopied by the organisers.
- The onus is firmly on parents/guardians to ensure that their son/daughter has all necessary, up-to-date documentation, in advance of the tour.
- Some destinations may require visas and/or vaccinations. Parents should be aware that these will incur an additional cost and it is the parents responsibility to acquire these.
- Parents should be aware that students with non EU passports may require visas for other EU countries.
- Incident reports and accident reports should be filed on return.

#### Private Property

Personal items are carried at the discretion of the owner. The school is not responsible for lost, broken or stolen items.

### **Equipment:**

The school attempts to provide certified safety equipment. Each and every student is expected to take excellent care of this equipment. The privilege of participating in our extra-curricular program is extended to all students providing they are willing to assume certain responsibilities. A student's greatest responsibility is to be a credit to their parents, school and community.

- First Aid equipment will be brought on extra-curricular events where there is a risk of injury.
- Sports gear should be washed and collected as soon as it is used.

### **Exchange Programmes:**

Through the exchange programme we aim to immerse our students in the language & culture of the host country. This exchange gives them the opportunity to improve their language skills and to immerse them into the culture. It represents an ideal opportunity to travel abroad within a structured and supportive framework.

- On the departure and return journey, our students will be accompanied by a teacher or a number of our teachers, to ensure the supervision of the group to their destination.
- Upon arrival in the host country the students meet their partners and host families in a designated venue.
- Detailed itineraries will be provided to all parties involved. Itineraries will vary depending on the particular exchange and parents should inform themselves of the day-to-day activities prior to departure
- Whilst in the host country the exchange student is expected to join in with everyday family life. Some families may organise special outings/visits to tourist spots during the exchange but this is not obligatory.
- Throughout the exchange there will be a representative from the visiting school in the host country. This person will be the point of contact for students and the host 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. For certain activities a letter to parents or guardians should be issued making them fully aware of the activities and requesting permission for the students' participation in the activity.

Such a letter might include the following:

- A description of the activity, including date, place, time, duration and means of transport
- The purpose of the activity and how it relates to the overall curriculum
- The total cost per student and cost to parents after the school's contribution is subtracted

- A permission and release form that allows the student to participate in the activity; this form must be returned to the school before a student is allowed to participate
- Levels of adult supervision
- A medical form highlighting any illnesses a student may have or medication s/he is taking and granting authority to the school to act in an emergency medical situation in the event that a parent cannot be contacted (a separate form for the latter covering the whole year may be an alternative solution).

**Behaviour, discipline, uniform and criteria for exclusion:**

Teachers give up their free time voluntarily to give students opportunities they might not usually be able to take and Parents/Guardians and students should show their appreciation of this by cooperating fully with those teachers.

**The school's Code of Positive Behaviour applies to all extra-curricular activities.**

- Before a student is accepted for a trip, his/her previous behaviour may be taken into consideration.
- The decision to allow participation in the activity will be taken by the organising teacher with the Year Head, Principal/Deputy Principals.
- Parents/guardians will be notified, in advance, of all trips and both parents and the student must sign the appropriate consent form and contract of behaviour. In this way parents, students and teachers enter into a partnership promoting positive and appropriate behaviour at all times.

Any breach of the code of positive behaviour will be dealt with upon return to school. 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 positive behaviour.

The full Adamstown Community College uniform/tracksuit must be worn by all students attending an extra-curricular event unless students have been informed otherwise. Any breach of the school's uniform policy will result in the student being forbidden from attending the extra-curricular activity.