



Use of School After Hours Policy

This policy was reviewed and ratified by:

Riverview Educate Together Board of Management February 2019

Signed: _____

Date: _____

Joan Ward: Chairperson Board of Management

Signed: _____

Date: _____

Margaret Burke: Principal



Use of School After Hours Policy

Introduction & Rationale

In order to promote and enhance the children's education and school experience, and to provide links with the greater community, Riverview Educate Together National School is happy to host after school clubs on its premises outside of school hours.

This policy aims to explain the process of applying to run a club or activity outside of school hours. The school is also available for once-off events such as birthday parties.

External group use of the school premises for whatever purpose is dependent on compliance with the following directions:

1. The nature of the activities for which the school is hired is in keeping with the general educational aims and ethos of the school.
2. The standard and quality regarding organisation, discipline and instruction (where it applies) is in keeping with the professional standard of the school.
3. Where it applies, the quality of care towards and responsibility shown to children involved in specific activities is in keeping with that of the school.
4. The supervision of children attending extra-curricular activities is the responsibility of the instructor/organiser present on behalf of the group/individual hiring the school. This includes the supervision and care of the pupils waiting beforehand and waiting to be collected afterwards.
5. Responsibility rests with the group/individual who is hiring the school for communicating with parents about:
 - Starting/finishing dates and times
 - Cancellations, re-scheduling etc
 - A contact phone number should be provided to parents unless other arrangements have been made with the school (See Advertising/Communications on p.2)
 - For school staff running afterschool classes, each teachers should set up a dedicated email address to communicate with families.

Point of Contact

The principal acts as the main point of contact to afterschool clubs and makes decisions in relation to the use of school after hours on behalf of the Board of Management.

The principal may be contacted through the school secretary; by phone, by email or in person.

Who can use the school?



- Riverview Educate Together welcomes any individual, club or organisation to apply to run an event, a talk, a set of classes, etc. by filling out an application form, (see Appendix 1). Priority for the running of afterschool classes will be given to school staff, and will be facilitated as space allows.
- Riverview Educate Together National School, in its child centred approach, aims to offer a range of activities. Afterschool activities in which the pupils of Riverview Educate Together are taking part will be given precedence.
- Currently, the hall and the outdoor areas are available. Ordinarily, classrooms which are in use during the school day, will not be made available for afterschool activities by outside providers.
- The Board of Management has the right to refuse an application from any individual or organisation for any reason. For example, the school aims not to run duplicate classes within the school in any given year.
- Each provider must offer 2 places free of charge to the Principal to allocate to students who may not be able to avail of the activity for financial reasons. If the Principal does not avail of these, the provider can fill these places in the usual way.

Capacity of School

We aim to cater for as many people as possible. However, all rooms can only cater for a certain number, depending on the activity and the age profile of the people using the school. Capacity will be decided at the discretion of the Board of Management, in conjunction with the organiser.

Costs

Room rental is discussed between the principal and the organiser, taking various factors into consideration, e.g. if the cost of the activity to the children is given at a reduced rate, the rent for the room will reflect this.

(As a guideline, 10% of the total takings is suggested.)

The amount, method, and frequency of payment is recorded on the application form in Appendix 1.

Advertising and Communications

The school does not allow advertising leaflets or enrolment forms to be sent home in children's bags.

Any leaflets or advertisements should be left with the school secretary. This includes leaflets/forms to be sent home following a free introductory session.

An email can be sent on behalf of clubs to all families in the school.

A poster, no larger than A3 in size, can also be stuck up on the door of the school.



The school may also send texts on occasion to families in the school on behalf of the organiser. Whether and how this happens will be decided by the Principal.



Responsibilities

The instructor/organiser present on behalf of the group/individual hiring the school is responsible for:

1. Turning off lights
2. Returning classroom furniture to the original setting
3. Returning equipment and furniture to proper storage point
4. Any necessary cleaning. An extra charge will be requested where there is a failure to adhere to these requirements.
5. Setting the alarm system and locking the school where relevant. (To be agreed individually with each group/individual hiring the school.)
6. Arranging payment/collection of fees with the child's parent – the school will take no responsibility for handling of fees/deposits etc
7. Ensuring that the school's no smoking status is upheld

Mistreatment of School Premises

1. The organiser of the afterschool class is responsible for ensuring that the school is kept safe and clean.
2. Any mistreatment of the school while it is being used will be the responsibility of the organisation.
3. If the school is required to make any repairs or order extra cleaning services, this must be paid by the organiser.
4. In some cases, an organiser will no longer be able to use the school premises if it is deemed that it has mistreated the school.

Application process

1. School staff running afterschool classes will coordinate their schedule through the school office at the start of the school year.
2. Outside applicants should fill out the form on Appendix 1 and hand/post it into the school office. It is best to do this in late August of each year, although applications will be considered at any point in the school year.
3. For after school clubs, the school will initially ascertain if there is any interest from families. For individuals / once-off events, the school will decide within 2 weeks as to whether it is possible to run the event.
4. Given that there is sufficient interest in a club, families will be invited to commit to signing up to classes, etc. This process usually occurs in early September of each school year.
5. Once there is an adequate response to the above, the school will contact the organiser to let them know that their application has been successful.

Insurance



All organisers must ensure they have adequate insurance (including public liability) in place and must prove to the Board of Management that they are covered for any accidents and injuries that may occur.

A copy of the insurance certificate should be provided (unless the Board of Management agrees alternative arrangements).

Garda Vetting

Any adult using the school while children are on the premises must be garda vetted. Proof of this will be asked at application stage.

Registration

In the case of afterschool care, pre-schools or any other regulated bodies, proof must be shown of registration with the HSE or relevant authority and compliance with regulations must be upheld.

Policy reviewed and ratified, October 2024

Joan Ward (Chairperson)



Appendix 1 – Application Form for Use of School After Hours

Name of Applicant: _____

Address: _____

Phone: _____

Email: _____

Application is for: (Please circle)

After school classes Evening Classes Once-off event Other (Please state)

Name of club/event/activity: _____

Tell us more about this (attach additional pages if needed):

Preferred time(s)/day(s) to run activities: _____

(Please note school has limited availability so please note all times/dates that you are available.

Room Required: (Please circle as many as applicable)

Classroom Hall Outdoor

Resources Required:

Please note if you require chairs, tables, projector etc.

Please attach proof of insurance and Garda Vetting

Signed: _____

Date: _____

*****Office Use Only:**

Fee required: Method and frequency of payment: _____

Signed Dated on behalf of BOM: _____