



Sancta Maria College

Extra Curricular Policy

Policy on Extra Curricular Activities

Mission Statement

Sancta Maria College is a voluntary Catholic secondary school under the trusteeship of CEIST whose core values are inclusive of the Mercy philosophy of education.

We welcome, care for and support all within the school community through the promotion of

- Respect
- Being just & responsible
- Quality teaching and learning
- An inclusive community
- Life-long learning

Policy Statement

Within our holistic approach to education, we see the provision of a wide range of Extra Curricular Activities (E.C.A.) as being vital to allowing our students access as broad a range of experiences as possible. These activities form an essential part of the school's objective of enhancing the full development of the student. They supplement and complement in-school learning and provide opportunities for students to broaden their horizons in ways that would not be possible within the confines of the structured curriculum alone.

Policy Goals

- To plan and implement a broad and diverse programme of Extra Curricular Activities (E.C.A.)
- To encourage as many students as possible to take part in E.C.A.s
- To facilitate students, staff and outside agencies in the delivery of and participation in E.C.A.s.
- To provide the school community with a clear understanding of the role of E.C.A. in the school.
- To encourage parents to take an interest in and share responsibility for their children's overall development through support of the school's E.C.A. Programme

E.C.A. committee

A committee shall be convened each year to oversee the facilitation of ECAs in the school. The committee will consist of a number of teachers involved in ECAs. The deputy principal will represent school management on this committee. A convener will be elected on an annual basis to co ordinate the work of the committee

The duties of the E.C.A. committee include

- Coordinating E.C.A.s
- Convening meeting of teachers involved in E.C.A.s to plan for Year's activities
- To liaise with teachers/year heads to help promote E.C.A.s
- To liaise with staff in organising and checking equipment for E.C.A.s
- Encouraging students to take part in E.C.A.s
- Enabling new E.C.A.s to start
- Reviewing the provision of E.C.A.s
- To promote ECA's within the school

Health and Safety

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

- Availability of First Aid equipment
- Identification of staff members qualified in First Aid, and the availability of training in First Aid
- Safe environment for the E.C.A.
- Appropriate training for staff in relevant E.C.A. activity
- Adequate levels of Supervision (see below)
- Appropriate Insurance Cover (see below)
- Compliance with Child Safety Guidelines
- Appropriate Transport
- Suitable dress be worn for ECA's
- Equipment of a safe standard

It is the responsibility of the teacher/ supervisor to maintain the equipment. Sports gear should be washed and collected as soon as it is used.

There is a responsibility on parents and pupils to inform the organisers of an extra curricular activity of any relevant medical concerns.

Students will be requested to fill out a permission slip for ECA's.

The final decision on participation is at the discretion of the Extra Curricular organizer.

Management:

School management is to be informed of all planned extra curricular activities in advance.

Time:

There is a responsibility on students to ensure that they catch up on missed time and homework must be completed for classes that were missed due to ECA's. The number of ECA's that students undertake will be monitored to ensure that individual students are not missing too much time. Teachers will leave work for classes while away on ECA's.

Insurance

The school's insurance policy covers Employers and Public Liability. All students are also encouraged to take out Personal Accident Insurance Cover. The latter is an obligatory requirement for students participating on school teams. In the case of overnight trips/trips abroad the required group travel insurance is put in place.

Supervision

Adequate levels of supervision are in place for each extra-curricular activity. Levels of supervision will vary according to the ECA being undertaken, its duration and the ages of the students taking part.

Transport

Transport must be suitable and well-maintained and must be compliant with relevant safety regulations.

Behaviour and Discipline

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

Trips Abroad/Overnight Stays

All trips abroad or overnight stays must be sanctioned by the Board of Management.

When ECA events require that a group of students spend one or more nights away from home, there are added issues that the school must address. These include, among other things:

- Ensuring that the accommodation is clean, safe, and appropriate for the students.
- Ensuring students are adequately prepared for the trip
- Having an evacuation plan in the event of a fire and ensuring that the students are familiar with this.
- Establishing and policing a curfew for students.
- In cases of overseas trips, making provision for medical care if it should be Required.
- An information meeting for parents of students traveling abroad may be held where the need arises.

Child Protection

A school policy on ECA must refer to and be based on the school's/Trustees/DES issued Child Protection Guidelines. All of the earlier issues will, in various ways, be influenced by the aforementioned guidelines. The ECA Policy, in particular, should remind participants that as many ECA's involve locations and people external to the school premises/community there is an additional onus on the school personnel to ensure that good practice prevails at all times. At the same time this issue should be dealt with in a sensitive manner so as to avoid teachers becoming over concerned and declining to organize ECA's.

Review and Evaluation

This programme is subject to a yearly review and evaluation. The review team will include representatives of the ECA Committee, the Principal, and the Deputy Principal. This review will gather the views and experiences of all involved in relation to the success of the provision of ECA's within the school. The policy will be analyzed to examine the impact of the policy on the ECA program, and address any policy areas that need amendment or improvement. It will be carried out annually with teachers involved and from time to time with parents and students.

Relevant Policies:

Health and Safety Policy

Anti Bullying Policy

Child Protection Policy

Ratification

This policy was ratified by the Board of Management on November 5th 2013. It was proposed by Mr T. O'Flynn and seconded by Ms. N. Gavin. This code will be reviewed and revised in the light of changing circumstances, if such changes occur. Otherwise it will be reviewed in 2015.