



PROCEDURES FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

AIMS

Creagh College believes in the provision of a positive learning experience that nurtures mutual respect and personal responsibility within a safe, fair and caring environment. We are committed to the pursuit of excellence in all of our activities.

Creagh College is a community of learning and personal growth. Our commitment is to learning in its broadest sense. Creagh College acknowledges the role of extra-curricular activities in fostering student morale and creating school spirit.

High academic achievement and participation in extra-curricular activities are not mutually exclusive and should be viewed as complementing each other (at all times, mutual respect among all those involved in school life should be in evidence).

GUIDING PRINCIPLES

- Organisers of extra-curricular activities should endeavour to minimise the negative impact of extra-curricular activities on student academic progress. Time in class must be maximised.
- As many students as possible will be encouraged to participate in extra-curricular activities. An “all-comers” approach to extra-curricular activities should be applied whenever viable.
- Students may be required to limit their involvement in extra-curricular activities if their academic progress is being impacted by their involvement in extra-curricular activities.
- We encourage as many teachers as possible to get involved in extra-curricular activities. However, teachers/coaches may be limited to one particular team/activity

at any time so as to limit loss of tuition time to their students. For away-games, a second teacher will be required to accompany the coach; again, cognisance of the overall impact on the loss of tuition time to students should be considered. Senior management may decide who this accompanying teacher will be.

- Where possible, gender specific teams should be accompanied by at least one staff member of the same gender as the team (i.e. girls' teams should have at least one female coach/accompanying teacher; boys' teams should have at least one male coach/accompanying teacher).
- Involvement in extra-curricular activities presumes students' co-operation with subject teachers and completion of curricular work to the best of their ability – failure to comply with this will result in suspension from extra-curricular activities. Students who participate in extra-curricular activities have responsibility to collect and complete any homework assignments set in class missed and to present same on time, likewise any class work missed must be made up and tests missed rescheduled with the class teacher – failure to do this may result in suspension from extra-curricular activities. Equally, it is the responsibility of all teachers/coaches to leave adequate work for any classes they miss when involved with their team.
- Students involved in extra-curricular activities are ambassadors for Creagh College and must conduct themselves appropriately; all school rules will be applied. Any student who, through their behaviour, brings the good name of the school into disrepute will be suspended from extra-curricular activities. Further sanctions as per our Code of Positive Behaviour may apply.
- Participation in extra-curricular activities is a privilege which must be earned and the removal of any student from extra-curricular activities is at the discretion of the Principal.
- 3rd or 6th year students should not be involved in extra-curricular activities in the weeks leading up to the State Examinations or where there is a clash with an important submission date for components of the State Examinations.
- There may be a limit on the number of extra-curricular/sporting fixtures permissible per day, subject to the availability of appropriate supervision of classes for the teachers out with the teams. Fixtures may need to be cancelled at short notice if there is not suitable supervision available. As much notice as possible should be given to senior management in advance (at least one week's notice).
- Students competing in extra-curricular activities must have paid their insurance through their school fees on Way2Pay. All students are covered by 24-hour Personal Accident Insurance Cover provided by the school.
- For extra-curricular activities, the organising teacher/coach will inform students of which uniform to wear in advance of the activity. For sporting fixtures; All students leaving the school as a representative of the school must wear the PE uniform to be easily identifiable as a member of the school community in a public place. Before

leaving the school and on return to school, students should be wearing their full PE uniform (shorts not permitted). This too applies to home games.

- It is the responsibility of the organising teacher/coach to bulk mark the attendance of the group and ensure the students' presence or otherwise is marked accurately on VShare. See Appendix A.

Sport

- Students who are competing on school sports teams should give priority to the team at their own age.
- Numbers on panels to away matches should be limited in order to minimise loss of teaching and learning time.
- In the event that a sports team does not have sufficient numbers of players, the correct protocol is to cancel the fixture and not to take unregistered players or players from other panels.
- Matches/events should be scheduled where feasible, so as to limit disruption to teaching and learning. This may mean that students on occasion will not return in time for school buses, so arrangements must be made with parents in advance for student collection.

Medical Needs of students

- Parents/guardians of students with medical needs must inform the school of these needs in writing. Details of these needs are available for teacher to view on VShare. First Aid equipment and supplies are available in the school's First Aid room. First Aid kits are available for teachers to bring to all activities outside the school. The teacher(s) responsible for organising extra-curricular activities is required to be familiar with this information and ensure that the relevant medical needs are catered for. It is the responsibility of the students to carry their own medical requirements e.g. inhalers, insulin etc.
- It is the responsibility of the teacher/coach to ensure that all activities affiliate with our Child Protection Procedures.
- Minor injuries will be dealt with on the spot and should be reported to parents/guardians through the Student Journal or by phone call.
- In the event of a serious injury:
 - a. The organising teacher/coach will ring a Doctor/Ambulance/or other mode of transport directly.
 - b. The organising teacher/coach will make every effort to contact the parent/guardian of the child.
 - c. If a child is to be taken to A and E, there should be more than the driver and the injured student in the car. This can be done is by;

- i. Delegating responsibility for the remaining group to the accompanying Parent/SNA while the organising teacher/coach (the designated person) stays with the injured party.
 - ii. Two other students, or an adult, accompany the organising teacher/coach and the injured student to the A&E or doctor's surgery.
- d. The organising teacher/coach will contact the Principal/Deputy Principal with the details of the incident in order that this information can be relayed to parents/guardians. This information should include:
- i. The nature of the injury.
 - ii. Details of where the injured student is being brought and how.
 - iii. Details of who is delegated the role of leader in accompanying/supervising the main group to their destination.
 - iv. Any accident deemed to be of a serious nature is recorded on an accident report form, a copy of which is submitted to the Principal.

The organising teacher/coach will inform students of the necessary safety equipment for each respective sport.

Appendix A; How an organising teacher should bulk mark attendance

VSware attendance

The coach/organising teacher, in advance of the event, should create a student group and mark the group's attendance for the times the students are expected to be absent from school. The students should be marked as "SCH".

Instructions:

STEP 1 Create 'Group'

Static groups / Free-form groups / Save to groups

- These groups remain fixed and will never automatically update
- For example, you might want to create a group for a school trip or football team, or a group of teachers with first aid training
- Can be created through advanced search OR through '**groups**' > '**actions**' > '**add student group**' / '**add teacher group**'
- Can add or remove students manually from this group after creating
- Can be created for students or faculty
- Will appear in the groups tab under the '**Student Free-form Group / Teacher Free-form Group**' heading

How to create a static group. Method 2 from the 'Groups' tab:

- Go to the '**Groups**' tab > select '**Actions**' > Select '**Add Student Group**' or '**Add Teacher Group**'

Group Name	Members	Student List	Fees	SMS
All	62	View List	View Fees	📱
2nd Year Boys	28	View List	View Fees	📱

- In the "**Add Student Group**" window, select either an individual student, base class or teaching group and use the arrow to move them to the group. You can also filter the list to find specific students or classes. The '**Add Teacher Group**' is managed in the exact same way.
- Your new group will now appear under the '**Student Free-form Group / Teacher Free-form Group**' heading
- Remember, you can add or remove people from this group later. To do this, go to the '**Groups**' tab > select '**View List**' > '**Actions**' > '**Edit Group**' > move names in or out of the group > '**Save**'
- Each group should be clearly labelled with the teacher's initials, the age group, the activity, and the year (i.e JW U16 Badminton 2526)

STEP 2 Bulk mark attendance

1. Back on 'Groups' Tab; find the group you have created.
2. On the right hand side of your screen you will see a blue, calendar symbol. Click on it.



3. Under the heading 'Mark These Students As'; choose 'SCH'.

Mark These Students As

Starting At

On the

Up to and including all classes at

On the

Attendance Note

Save

Cancel

4. Complete **accurate dates and times** and complete attendance note with teacher's initials beside it in case of query' e.g. Trip to cinema; JW'.
5. SAVE

STEP 3; Make changes to 'Group' on day of event if student absent etc; otherwise, they will be marked as 'SCH'.