

PRIMROSE HILL NATIONAL SCHOOL

EXTRA-CURRICULAR ACTIVITIES POLICY

The use of the school outside school hours is subject to the following conditions

- Prior permission of the Board of Management is obtained.
- Assent of the Trustees is obtained
- An undertaking is given that every care will be taken to safeguard school property and that any damage to the school premises or equipment will be made good by those responsible for the activity.
- Arrangements are made to leave the premises (including offices) in a clean and tidy condition for the reception of pupils so that school work will not be interrupted.
- The activities envisaged should terminate at a reasonable hour.
- Adequate insurance against damage by fire be affected, if the ordinary policy of insurance taken out by the school authorities does not cover the use of the school for other than National School purposes.
- The BoM ensure that sufficient charge is made to cover any expense incurred in providing heating and lighting, etc. during the use of the school by outside groups.
- The BoM must also ensure that all people who work with children, on school premises pass vetting procedures.

Extra-Curricular Activities

Because of the physical layout of the school, it is rarely used for extra-curricular activities. Any approaches made about the use of the school property, are initially put before the BoM who discuss its viability. Staff members should then be consulted about its operation. The school is currently running Cricket in the Summer Term and Spanish Classes throughout the year after school for pupils.

Operational Issues

The BoM should take into account the amount of interference the suggested activity may have on the day to day running of the school. The BoM should emphasise to the group the importance of respecting school property, inappropriate access to classrooms and the correct setting of the alarm. It should be made clear that staff do not accept responsibility for contacting parents regarding after school activities, or supervision of pupils involved in after school activities.

Signed

Signed

Chairperson, Board of Management

School Principal

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