



Pelletstown Educate Together National School

Facilities Rental and Extra-Curricular Activities Policy

Date of Ratification: 14th September 2023

Date for Review: September 2024

Introductory Statement and Rationale

This policy was formulated by the Board of Management in August 2023. It reflects the Department of Education and Skills "Guidelines on the use of School Buildings outside of School Hours", as well as adheres to Condition No. 2 of the Dublin City Council planning permission for the school, which states that "the community hall and ball courts shall be made available to the wider community".

The Department of Education and Skills (Circular 16/05), highlights that the decision in relation to after-school activities ultimately lies with the Board of Management, whose first priority is at all times the best interests of the school, its teachers and pupils, as well as teaching and learning. In addition, as an Educate Together school, the Board seeks to support the relationship between the school and the wider community and appreciates the input and support of the PTA in relation to extra-curricular activities. It aspires to involve parents in a democratic way, that at the same time respects the fact that we are part of a professional school environment.

This policy was devised in order to provide information and guidelines to members of the school community, in relation to the availability of, and procedures for use of the school facilities. This policy will apply to school staff, as well as external providers (both commercial and community), but does not apply to childcare provider who also operate out of the school premises.

Facilities

The facilities referenced in this policy refer to the following:

- (i) **School Hall:** Available to all as detailed below
- (ii) **Basketball Court:** Available to all as detailed below
- (iii) **Classrooms** as deemed available/suitable by the school. Up to 5 classrooms will be made available for Community and Commercial groups. Permission for use of all classrooms will be sought from the Class teacher/principal.

These facilities will be available at the following times:

	Monday	Tuesday	Wed.	Thursday	Friday	Saturday
School Hall	7pm - 10pm	7pm - 10pm	7pm - 10pm	7pm - 10pm	7pm - 10pm	10am - 6pm
Basketball Court	2:10pm - 10pm	2:10pm - 10pm	2:10pm - 10pm	2:10pm - 10pm	2:10pm - 10pm	10am - 6pm
Classrooms	2:10pm - 6:30pm	2:10pm - 6:30pm	2:10pm - 6:30pm	2:10pm - 6:30pm	2:10pm - 6:30pm	Not available

The hall and basketball court will be available in 50 minutes/1 hour 50 minutes/2 hour 50 minutes etc. blocks to allow time for changeover of activity.

The Principal will maintain a timetable of facilities rental on the school's Google Drive.

External providers (community and commercial groups) will also have use of the toilet facilities in the corridor beside the hall, but will not have access to the kitchenette or any other area of the school.

Board of Management considerations

(a) Criteria

In considering and approving activities and classes, the Board of Management will take account of the following **criteria** for which the organiser(s) is/are responsible:

- Preference will be given to proposed activities which can be shown to be complementary to the in-school curriculum - i.e. have an educational component, including physical education and the arts.
- Ethos: *That the activity/class is in conformity and does not conflict with the Educate Together ethos of the school.*
- Principles: *That it aligns, both in theory and practice, with the four principles of Educate Together schools: (i.e. Equality-based, (and thus is respectful of all faiths, even if concerned with one specific faith), Child-centred, Co-educational (and thus all aspects of the proposed activity must be provided on the same basis to boys and girls together), and democratically-run.*
- Inclusive: *That the organiser(s) endeavour, in so far as is possible and feasible, to ensure that the activity/class is inclusive of all children, and to be sensitive to children with additional needs, varying religious and cultural beliefs.*
- Qualifications: *That the activity/class will be run by suitably qualified and competent instructors /teachers/coaches. The Board reserves the right to seek evidence of qualifications/experience, as well as to request references for the providers.*
- Suitability: *That the activity is suitable for the facilities, considering factors such as health and safety of persons, as well as safety and security of the building (e.g. that it doesn't post a significant risk of damage to the facilities)*
- The facilities are not available for rental for private functions, such as celebrations or birthday parties.

(b) Conditions

In addition to the above criteria, the Board of Management has also agreed upon the following **conditions** for providers:

- Child Safeguarding: School staff must at all times adhere to the school's Child Safeguarding Statement and Risk Assessment. External Providers and Community Groups must have their own Child Safeguarding arrangements in place.
- Health and Safety: The school's health and safety policy must be adhered to. Groups using school facilities are required to abide by signs on display, to adhere to school rules and health and safety requirements.
- Fire Safety: The schools' fire safety policy must be adhered to. Groups using school facilities are required to comply with Fire Evacuation Procedures.
- Other: Nuts and Kiwis are not permitted in the school due to severe allergies. Organisers must ensure that they are aware of medical conditions and allergies of all service-users.

Upon establishment of an extra-curricular activity, providers must confirm that they will adhere to the above.

Note: The school reserves the right to refuse engagement with any person or organisation at its absolute discretion.

Procedures for use of facilities at Pelletstown Educate Together National School

The following outlines the procedures for various parties to follow when wishing to establish an extra-curricular activity at the school.

1. Staff of Pelletstown Educate Together National School:

(a) Extra-curricular, after-school activities for pupils in the school

- School Staff (Teachers and ANAs) may run two extra-curricular activity per week, as an after-school activity.
- The post-holder with responsibility for extra-curricular activities will coordinate these activities in consultation with the Principal, and will liaise with school staff about this at the start of each half-term.
- There will be no charge to school staff for the running of such activities.
- School staff will charge a standard rate of €8 per child per week for any activity, and may increase this to include an additional charge for materials, if relevant with a maximum cost of €12 per activity. The reason for this additional charge should be communicated to parents/carers.

(b) Use of facilities for purposes other than extra-curricular, after-school activities

- School Staff (Teachers and ANAs) may apply to run activities using the school facilities, other than for pupils of the school (e.g. evening classes etc.)
- An application to use the school facilities for such purposes must be made to the Board of Management, by emailing the secretary of the BOM; principal@pelletstownetns.com and attaching the relevant form (Appendix 1)
- A reduced rental rate will be applied to school staff wishing to use the school facilities for such purposes (see rental rates below).

2. External Providers

(a) Community Groups

- The Board of Management considers community groups to be those providing a non-profit service or facility to the local community (such as, but not limited to; after-school religion classes, local public sporting associations, local community groups such as residents' associations etc.)
- Community groups may apply to run activities, using the school facilities, for pupils in the school or for members of the wider community.
- Community groups will be given priority over commercial groups
- An application to use the school facilities for such purposes must be made to the Board of Management, by emailing the secretary of the BOM; principal@pelletstownetns.com and attaching the relevant form (Appendix 1)
- The rental rates for community groups can be seen below.

(b) Commercial Groups

- The Board of Management considers commercial groups to be those providing a profit-making activity (such as, but not limited to; Anyone4Science, Zumba, Dance Schools, private sporting associations such as basketball, Language schools/classes)
- Commercial groups may apply to run activities, using the school facilities, for pupils in the school or for members of the wider community.

- An application to use the school facilities for such purposes must be made to the Board of Management, by emailing the secretary of the BOM; principal@pelletstownetns.com and attaching the relevant form (Appendix 1)
- The rental rates for community groups can be seen below.

Rental Rates:

	School Staff: Extra-Curricular or Activities	School Staff: External Activities	Non-profit Community Groups	Commercial Groups
Classrooms	No Charge	€15 per hour	€20 per hour	€30 per hour
School Hall	No Charge	€25 per hour	€30 per hour	€50 per hour
Basketball Court	No Charge	€10 per hour	€15 per hour	€25 per hour

The above fees are payable for the use of school facilities. These charges take into consideration the additional costs to the school for electricity, heating and lighting. They may be reviewed from time to time by the Board of Management and personnel/organisations will be informed in writing of the same.

An upfront payment in 6-week blocks is required and must be paid directly to the school's bank account, details of which can be obtained from the school secretary.

General Guidelines for all providers of extra-curricular activities for pupils of Pelletstown Educate Together National School:

- Activities which are offered to pupils in the school, must be inclusive of all pupils, including those with additional educational needs. It is the responsibility of the organiser of the activity to ensure they have adequate adult support/supervision to include and support all pupils attending an activity.
- The organiser and instructor/coach/after-school teacher are responsible for the safety and wellbeing of the children during the after school/extra-curricular period, and indeed for all participants in any activities run outside of the school day.
- The activity/course organiser and teacher/coach/instructor must have a list of participating children as well as their parent contact details, when running an extra-curricular activity with pupils in the school.
- If a child attends school but will not be attending his/her scheduled after-school activity, it is imperative that the parent(s)/carer(s) notify the instructor of the after-school activity by sending an Aladdin notice.
- Children are to be collected from their dismissal point at the end of the school day/childcare room if they attend after-school care on sight and are already present in that room. They are then brought to the designated room for the activity, and following the activity escorted to the designated pick-up point

where organisers ensure that each child is picked up by their parent/carer. The organiser of the activity must ensure children are supervised at all times.

- The instructors/teachers/coaches must familiarise themselves with the school's Relationship and Code of Positive Behaviour Policy, in particular the positive language used in school and values such as kindness, respect and empathy that both children and adults are expected to display to one another. In the event of consistent non-compliance with the positive behaviour policy, and having exhausted all other support possibilities, a child or children may be asked to leave the activity/class. The organiser must liaise with the Principal in this regard. In extreme cases, the activity/class may be ended by the Board of Management.
- All instructors/teachers/coaches working with pupils in the school in an extra-curricular capacity must have garda vetting related to Pelletstown Educate Together N.S. This vetting is done through our Patron, Educate Together. Organisers of such activities must liaise with the Principal for completion of the Garda Vetting and activities cannot commence until a Garda Vetting Disclosure is made to the school.

Other guidelines for all activities:

(a) Cleaning and Maintenance of the School Facilities

- The facilities used must be left in a clean and tidy condition, in their original state, and all property belonging to the group removed/stored as agreed.
- Cleaning of the school facilities is the responsibility of the organiser/provider of the activity/course; respect is important for everything in the school and the facilities should be left as they are found; including all corridor and toilet areas.
- Any damage to property or equipment must be reported in writing to the Principal. The Board of Management / Property Owners (DoE) reserves the right to recoup any costs incurred.
- No loss must accrue to the Board of Management/Patron/Property Owners/Trustees and/or the Department of Education & Skills from the organisers' use of School's facilities.

(b) Insurance and Finance

- The organiser(s) of activities are responsible for the provision of insurance. Proof of comprehensive insurance must be provided to the Board of Management upon application to use the school facilities. Comprehensive insurance cover must be affected by the organisation and must indemnify the Board of Management, the Patron and the Minister for Education & Skills/Property Owners/Trustees from any liability arising from the Organisation/body's presence on school property. As a condition of hire, the school is authorised to make any enquiries it deems necessary with the Organisation/body's insurance company.
- Any incidents which occur on school premises which could give rise to an insurance claim or which fall to be reported under the Health and Safety Policy must be reported to the Principal immediately or as soon as practically possible.

- The school's insurance will cover only those activities run by school staff for extra-curricular after-school activities for pupils in the school.
- Any income tax liabilities are the sole responsibility of the activity organiser. This applies to school staff, community and commercial groups.
- Should activities/courses be cancelled, the organiser must refund monies paid, or schedule an additional class.

(c) Communication

- The organiser is responsible for informing participants of the dates and times of the classes and any changes made to the schedule, and must also communicate the same with the school.
- The Organisation/body is responsible for ensuring that all members using school facilities are aware of all guidelines and conditions.

(d) Safety and Security

- The school building will be locked up and alarmed each evening by School Kids Aloud.
- An organisation using the hall/basketball facilities will be provided with a key for the door beside the school hall. They will also be provided with an alarm code, specific to them. The Principal will instruct them in how to lock and unlock this particular door, and how to unset and set the alarm beside the hall.
- The organisation who are last to use the hall/basketball court facilities on any given day are fully responsible for ensuring that that section of the school (i.e. the hall and all associated emergency exits, the door to the courtyard, the basketball court, the toilets in the corridor and the exit door) is securely locked and alarmed.
- The Principal and Deputy Principal have remote access to check that the school is alarmed.

(e) Other

- The school is not responsible for organisational, promotional, financial or other arrangements relating to after-school activities or classes and this must be undertaken by the organisers of activities. However, the Board must be satisfied that these operations are functioning effectively.
- Organiser(s) with responsibility for the activity/course will ensure that a contract for a specified period, agreed by the school Patron, Educate Together, the Board of Management and organiser(s) is signed by all relevant parties. Any one contract shall not exceed a school year, but further contracts for a similar activity will be considered for subsequent periods if desired.
- Requests made by the Board Representative/Caretaker on duty during meeting/activity times are to be complied with promptly and in full.
- Exclusivity in providing activities and/or courses is not guaranteed by the Board of Management; additional proposals will be afforded similar consideration.
- The organisers will supply all their own materials and equipment.
- The allocated room shall be used solely for the agreed activity.
- Any other room, including the staff room, is not to be used by after school groups.
- Bicycles and scooters are not permitted inside the school building and must be left in the bi-cycle sheds provided.
- The Board shall not accept any responsibility for loss or damage to personal effects while the premises is being used.

- The Board reserves the right to terminate the contract at any time at its sole discretion if it is deemed necessary. In such cases, a written explanation will be provided. The decision of the Board is final in such matters.

After-School Childcare Provider: School Kids Aloud

Following a tender process in 2023, School Kids Aloud were appointed as the After-School Childcare Provider on site at Pelletstown Educate Together National School. A lease agreement is in place between the Board of Management and School Kids Aloud which details their use of the school facilities. The childcare service is run separately to the school, and all queries regarding their service should be sent to them directly.

Religion Classes

In line with the Educate Together ethos, Pelletstown Educate Together National School has no religious doctrinal instruction during the school day. In this way and others, we ensure that 'no child is an outsider' and everyone's beliefs are respected. Faith formation or religious instruction is the responsibility of parents, in association with their local faith community (Parish, etc). It is not part of the function of an Educate Together school. However, the Board of Management will, as far as possible, facilitate parents who wish to set up after-school religious instruction classes on the school premises for children of their faith who attend the school, provided that the Board is satisfied that the holding of such activity will not, either explicitly or implicitly, impinge negatively on the school ethos.

These classes are a parent-organised, after school hours, optional activity at the school which can involve the support of local religious organisations. The responsibility for religious formation is clearly placed with the family and their religious organisation, while the school provides an atmosphere which respects that choice. In turn, sensitivity by those organising, attending and giving these classes is essential. The establishment and organisation of religious formation classes is subject to the provisions and guidelines contained in this policy. In addition, the Board must be satisfied as to the credentials, qualifications and sensitivity of the religious instruction teacher to the Educate Together ethos. The religious instruction teacher must not be a member of the Pelletstown Educate Together N.S. staff or Board of Management.

Parents wishing to organise such classes may contact the Principal for contact details of the personnel previously involved in the running of such classes, if relevant.

Evaluation/Review of Activities

The Board reserves the right to conduct regular checks on after-school activities/classes that are being run in the school to ensure their compliance with this and other related policies. At the end of the specified period in the contract, the

Board will review the activity/class before sanctioning a further contract agreement with the organiser(s).

The Board welcomes written proposals offering classes to the school's pupils, both from within the school community and from private individuals or groups. All submissions will be given due consideration. Approval is required for all such activities, and a contract will be completed before formal approval is given.

Implementation of Policy

a. Roles and Responsibilities

The Board of Management has overall responsibility for the implementation of this policy. The organisers of each activity have responsibility for all aspects of their own activity, as outlined above. An APII post holder has responsibility for coordinating the implementation of after-school activities run by members of the school staff.

b. Timeframe

This whole-school policy will be implemented from the 2023/2024 school year.

Review of Policy

This policy will be reviewed in May/June 2025. The policy will be reviewed before then, should a need arise (i.e. if there is a need to change any aspect of this).


Ratification and Communication of Policy

The attention of all staff will be drawn to this policy upon their appointment to the school by a member of the Droichead Professional Support Team. The attention of all parents will be drawn to this policy, upon the enrolment of their child in the school.

This policy will be published on the school website for the attention of members of the wider school community, and those who may be interested in use of the school's facilities as outlined above.

A copy of this will be available to the Parent Teacher Association and will also be made available to the Department of Education and Skills and the Patron, if requested. Hard copies of this, and all school policies, are available at the school upon request.

This policy was adopted by the Board of Management on 14th September 2023.

Signed:  (Chairperson, BOM)

Signed:  (Principal)

Date: 14th September 2023

Date of next review: September 2024

Pelletstown Educate Together National School

Facilities Rental Application Form

1. Organisation Details

Name of Association/Group:	
Address:	
Contact details: (Include name and phone number)	

2. Facilities Required

Facility required: (i.e. Hall or Basketball Court)	
Purpose/description of activity:	
Dates/days required: (if this is a recurring activity please include all dates)	
Times: (Include start and finish time)	
Start and end date:	
Name and contact details of person who will be in charge:	

3. Insurance Details

Name and address of insurance company:	
Policy Number:	
Expiry date of policy:	

The insurance policy must provide specific indemnity to the Patron and Board of Management.

Please tick that this indemnity is specified:

3. Declaration/Authorisation to be signed on behalf of organisation re: BOM consent

I agree to the conditions governing the use of Pelletstown ETNS school property and facilities as specified on the form attached.

I authorise the school to make such enquiries, as it deems necessary in connection with this application.

Signed: _____

Date: _____

4. Declaration to be signed on behalf of organisation re: compliance with the school policy.

I have read and agree with the Pelletstown Educate Together Facilities Rental Policy.

I accept responsibility to ensure full compliance with it, including Child Safeguarding requirements and legislation.

I further agree to indemnify the school for any additional expenditure incurred by the school arising, directly or indirectly, from this activity.

Signed: _____

Date: _____

5. Approval of application – to be completed by the school BOM/Patron

Use of school facilities sanctioned Dates/days and times:	
Start date:	
End date:	

The original insurance certificate has been inspected and a copy has been retained for the School records.

Signed on behalf of the BOM of Pelletstown Educate Together N.S.:

Signed: _____

Date: _____

Signed on behalf of the Patron:

Signed: _____

Date: _____

A copy of the approved application should be given to the Applicant together with a copy of the school's Facility Rental Policy.

School Admin Use Only

Date Application Received: _____

Evidence of Insurance: Yes___ No___

Garda Vetting: Yes___ No___

Payment to the school: Yes___ No___

Personnel shown how to securely lock and alarm the school: Yes___ No ___

Signed: _____