

# **Bush Post Primary School**

## **Extra-curricular Policy**

## **Introduction**

Bush Post Primary School, in line with our ethos, is committed to providing a holistic education that extends beyond the classroom. Extra-curricular activities play a vital role in students' personal and academic development. These activities offer opportunities for personal growth, leadership, teamwork, and the exploration of individual interests beyond the academic curriculum.

This policy outlines our approach to organising and managing extra-curricular activities, including sporting, educational, musical, artistic and other enrichment opportunities. It also sets out the guidelines, expectations of Students and staff, and supports necessary to promote positive student engagement, uphold academic standards, and promote a safe, respectful environment for all participants.

## **Rationale**

The school recognises that extra-curricular activities represent a valuable aspect of the learning process and contribute to the development of a well-rounded individual, fostering teamwork, discipline, responsibility, and self-confidence. As a DEIS school, we recognise the importance of an inclusive curriculum that provides them with opportunities to explore and expand their gifts and talents in other areas.

## **Aims**

The aim of a post-primary school's extracurricular policy in Ireland is to support the holistic development of students by providing inclusive and accessible opportunities beyond the classroom. Our extensive extra-curricular calendar encourages all students to participate in activities that enhance well-being, creativity, and life skills.

- To provide a wide range of extra-curricular activities that cater to students' diverse interests and talents.
- To promote ensure equal opportunities to all students, regardless of socio-economic background.
- To enhance students' well-being through active participation.
- To support academic learning through complementary experiences outside the classroom.
- To allow students to contribute to their school community.
- To prepare students for the world of work after school.
- To instil values of teamwork, leadership, and responsibility.

## **Roles and Responsibilities**

### **Teachers:**

- To implement and be aware of the extra-curricular policy.
- Undertake a risk assessment for each trip in advance
- Seek approval one week in advance from senior management or longer for college visits.
- Facilitate, supervise and promote extra-curricular activities.
- Ensure the safety and well-being of all students.
- Communicate with parents regarding schedules, expectations, and any concerns.
- Communicate with the appropriate Year Head to check if all individuals should attend.
- Maintain records of attendance via Compass.
- Report and follow procedure for any incidents that may occur.
- Appropriate first aid kits are taken on events
- All procedures should be communicated by senior staff to students at the beginning of the academic year.

### **Parents/Guardians:**

- To read and support the school policies.
- Encourage their child's participation in extra-curricular activities.
- Inform the school of any medical conditions relevant to the trip.
- Support the school's policies on behaviour and missed schoolwork.

### **Expectations of our Students**

- Always be respectful and follow the code of behaviour while on an extra-curricular activity including travelling on the bus to and from events.
- Take responsibility for catching up on missed class work.
- Obey all safety guidelines and instructions given by teachers on the trip.
- The schools code of behaviour applies to all extra-curricular trips. Any misconduct may result in exclusion from future activities at the school's discretion.
- A breach of behaviour that is deemed to jeopardise the safety of an individual or the group while taking part in an extra-curricular trip may result in the immediate sending home of that student

### **Missed Work**

- Students participating in extra-curricular activities are expected to catch up on any missed schoolwork. This responsibility is placed on the student.
- If a student does not complete missed work, they jeopardise their involvement in future activities

## **Child Protection**

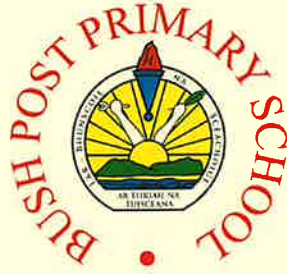
All extra-curricular trips must adhere to the school's child protection guidelines to ensure the safety and welfare of every student while off-site. Staff have a duty of care to maintain appropriate boundaries, supervise students effectively, and follow all safeguarding procedures, including reporting any concerns in line with the school's Child Protection Policy. Below are the relevant policies and guidelines for extracurricular trip.

**In line with the LMETB's *Educational Tours and Field Trips Policy*, teachers must ensure:**

- **Thorough Planning:**
  - Trips should be thoroughly planned, considering the nature of the trip, the venue, means of transport, cost, level of supervision, and the physical demands on students, considering their age and capacity.
- **Supervision Ratios:**
  - Adequate staff-to-student ratios must be maintained. For example, a ratio of 1 teacher to 10 students is advised for school tours abroad, while a 1:20 ratio is suggested for field trips within Ireland.
- **Medical Information:**
  - Prior to trips, schools should collect and review medical information for all participating students to address any health needs or emergencies effectively.
- **Emergency Preparedness:**
  - Trip leaders must ensure that all students are briefed on emergency procedures and that staff are aware of the nearest medical facilities and emergency contacts.
- **Documentation:**
  - Copies of travel documents, insurance documents, medical papers, and contracts with travel agencies or accommodation providers should be readily available

**In line with Bush Post Primary school's child safeguarding statement:**

- All staff involved in extra-curricular activities must comply with the school's Child Protection Policy and relevant safeguarding regulations.
- Any concerns regarding student welfare will be reported to the Designated Liaison Person (Principal) or the Deputy Designated Liaison Person (Deputy Principal).



## **Staffing**

Staff to pupil ratios must adhere to LMETB guidance:

- Games: 1 teacher: 25 students
- Field Trips (Ireland): 1 teacher: 20 students
- Adventure Activities: 1 teacher: 10 students (The level of supervision at activity centre may allow for a 1:20 ration here)
- Residential Trips 1 teacher: 12 students (maximum unless there is good and sufficient reason for school management to approve otherwise)
- School Tours (Ireland): 1 teacher: 20 students
- School Tours (Abroad): 1 teacher: 10 students
- Swimming (Beach, River etc) 1 teacher: 10 students
- Swimming Pools 1 teacher: 20 students

If the organising teacher feels that a certain event may require additional staffing, due to the size of group or length of the event, management should be consulted when completing the risk assessment to ensure appropriate staffing is in place.

## **Procedures for teachers**

Our staff volunteer their free time to support extra-curricular activities in every area of school life. School management are sincerely appreciative to all staff who voluntarily give of their own time, energy, and expertise to provide extra-curricular activities, recognising the significant positive impact this commitment has on the holistic development and wellbeing of our students.

Teachers play a vital role in ensuring activities are safe, inclusive, and beneficial to students' personal development. Teachers are responsible for planning and supervising activities, maintaining accurate attendance records, and communicating key information including schedules, expectations, and any associated costs, to students and parents in advance. They must also ensure that safe-guarding and health and safety procedures are always followed, including risk assessments where necessary. Additionally, teachers are expected to promote positive behaviour, encourage participation, and model the school's values while supporting students' growth beyond the classroom. All procedures should be communicated to staff by management at the beginning of the academic year.

## Procedure checklist for staff

- The appropriate risk assessment must be completed for all extra-curricular activities; please see appendix 1.
- Teachers should leave adequate and appropriate subject related work for substitute teachers that will last the duration of the lesson
- Students who participate in extra-curricular activities are expected to catch up on work missed; if this becomes an issue, it may limit their participation in future activities
- The Lead Teacher on any extra-curricular must have prior approval from the Deputy Principal responsible for substitution, a minimum of four days prior to the event.
- The teacher must also use the Compass system to book the event.
- Parental/Guardian permission must be obtained on the Compass system or via written permission
- The lead teacher must ensure that the Deputy Principal responsible for substitution is made aware of any cancellations before 8am on the morning of the event, where possible.
- Teachers should endeavour to arrange cover for their lunch/Break time duties, where possible. The Deputy Principal should be informed of this arrangement before the event and if cover has not been found.
- Transport for school trips will be arranged by the organising teacher. They must complete a transport/bus request form at least four days prior to the event. This form can be found in the school office; it must be signed by the Deputy Principal responsible for substitution and returned to the school office for booking.
- Where possible, teachers should attempt to arrange events that allow them to be present in school for first and last lesson.
- It is best practice that only one year head attends an event, when possible.
- Activities should be scheduled so as not to interfere with key events. E.g., CBA deadlines, assessments. It is important that organising staff communicate any event to the entire staff team prior to the event, using weekly staff notes when possible.
- On school trips, all stops must be risk assessed as part of the trip. Unessential stops should be avoided, for example stopping at shops should only happen if they have been planned and risk assessed.
- The organising teacher to notify school management if they are returning to school earlier or later than planned. If necessary, students will be permitted to contact parents/guardians if going to miss bus home etc
- Full code of behaviour applies when on extra-curricular activities
- To support learning and teaching, consideration around teacher absence from classroom lessons must be a factor and staff with a higher absence rate should avoid where possible taking extracurricular activities. Senior management reserve the right to refuse permission if a significant amount of teaching time has been lost for whatever reason.
- The Deputy Principal responsible for cover should notify staff when an event is approved, this should be done at least 4 days before the event takes place.
- Staff should coordinate with year heads and Deputy Principals to avoid multiple staff absences on the same day.

- School management will endeavour to ensure that lessons of absent teachers are covered by qualified subject specialists, thereby maintaining the continuity of the instructional plans provided by the original teacher.
- When possible, staff taking the extra-curricular activity out should inform the respective year head so information on training and matches can be communicated in assembly.
- If any activities or training is cancelled, the organising teacher should inform parents, if possible via COMPASS.

On very rare occasions, management may have to cancel events. This could be due to high staff absences or various events taking place on the same day and this will be a last resort

### **In-School Extracurricular clubs**

Many clubs, sports teams and extra-curricular events will run during the school day. These events will be advertised and promoted by staff. These will vary each year and aim to engage many areas of pupil interest.

We encourage pupils to set up an extra-curricular club in school as it encourages leadership, creativity, and responsibility. It also helps them build teamwork skills and foster a stronger sense of community, while sharing their interests with others. If a student wishes to set up an extracurricular club – they must have the support of a staff member (e.g., first see management, find a supervising teacher, advertise the club etc)

### **Success in clubs and teams**

Celebrating success in extra-curricular activities, clubs, and sports teams is central to Bush Post Primary school's ethos; it recognises students' effort, commitment, and achievement, helping to build confidence, motivation, and school pride. It also encourages participation, strengthens a sense of belonging and community, and reinforces the value of teamwork and positive engagement beyond the classroom. We ask that staff communicate all success to senior management, this allows us to mark these occasions with photographs and presentations.

### **Funding/Affiliated fees for extra-curricular activities**

The procedure for dealing with fees in a school should ensure that all payments are handled transparently, securely, and in line with Department of Education financial guidelines.

- Any payment for a school trip can be paid by parents via the WayToPay link on Compass.
- Affiliation Fees/ Referees Fees; the organising teacher must ensure costings are discussed with senior management, who will arrange for payment. Once notified, management will endeavour to reimburse teachers within two weeks.

## **Jerseys and Kit**

- All sports teams have a kit; this should be stored within school PE storeroom (Storeroom beside the gym).
- The organising teacher should ensure it is cleaned and returned to school after each sports match. Information about the company used for laundry can be found in the office.
- The lead teacher on each event must ensure all kit is returned by pupils on the day of the match, cleaned and ready for the next match.
- The organising teacher should assign a student to log the distribution and collection of jerseys before leaving the dressing room and that all school kits are complete before returning to the school.
- Information about the company used for laundry can be found in the office.

## **Health and Safety**

Management will have final oversight on student attendance of extra-curricular activities and may decide to exclude a student from any activities if there are health and safety concerns. Participation in extra-curricular activities requires strict adherence to health, safety, and first aid guidelines to ensure the well-being of all students and staff. Following these protocols helps prevent accidents and enables a prompt, effective response in case of emergencies.

- All activities will be conducted in compliance with health and safety regulations.
- Risk assessments will be carried out for all events, trips, and sports activities.
- First aid equipment will be available – staff must ensure an appropriate first aid kit is taken on events
- The school mobile phone will be available if the lead teacher requires it.
- Staff trained in first aid are identified and training in basic first aid will also be made available.
- There will be adequate supervision made available for the trip.
- All students are covered by 24-hour personal accident insurance. In case of an overnight or abroad trips, travel insurance will be put in place.
- Appropriate transportation will be provided.
- Students will wear suitable attire for the trip (uniform or official PE uniform).
- Parents/Guardians are required to provide consent and relevant medical information via Compass.

## **Medical Needs**

Understanding the medical needs of all students participating in extra-curricular activities is essential to ensure their safety and well-being throughout the activity. This knowledge enables staff to provide appropriate care and respond effectively to any health-related situations that may arise.

Parents/Guardians must inform the school of any medical conditions that are relevant to the trip, this can be done via the COMPASS app.

- If medication is required during the trip, this must be communicated to the relevant teacher in advance.
- First aid kits and a travel defibrillator are available in the PE hall.

### **Incident/accident during Extracurricular event**

If an accident, injury, or incident occurs during an extra-curricular activity in a staff immediate priority is to ensure the safety and well-being of all students.

- Staff should ensure appropriate first aid is provided and where necessary contact the emergency services if required.
- The principal/designated liaison person or deputy designated liaison person should be informed immediately.
- The incident should be recorded in the school's accident/incident log within 24 hours of the incident and reported back to the LMETB.
- Parents or guardians must be notified promptly.
- Where the incident is serious, the principal will report to the Board of Management and the insurance provider.
- A review of the circumstances should follow to identify any corrective actions needed to prevent recurrence, ensuring that all procedures align with Department of Education guidance and child protection policies.
- The staff member bringing first aid equipment is responsible for alerting the school health and safety officer so that all first aid kits can be promptly replenished.

### **Risk Assessment**

Louth and Meath Education and Training Board (LMETB) mandates that all extra-curricular trips, including sports matches, are subject to a thorough risk assessment process. This requirement is outlined in the LMETB Educational Tours and Field Trips Policy, which provides a structured framework to ensure the safety and well-being of students during off-site activities.

The policy specifies that for local and one-day events, such as sports matches, Form ST1, which can be found in appendix 1, should be completed and retained within the school. This form serves as a record of the risk assessment conducted for the activity. Additionally, parental/guardian consent must be obtained using COMPASS when setting up an event. For more complex trips, such as residential or foreign tours, ST6 form is required to be completed, which include detailed risk assessments and emergency procedures.

The LMETB requires this risk assessment be conducted and documented for all extra-curricular trips and sports matches, to ensure that all potential risks are identified and mitigated, and that students' health and safety are prioritised during off-site activities.

**Appendix 1**

**LOUTH AND MEATH EDUCATION AND TRAINING BOARD**

**Form ST1**

Local and one-day events and activities

*To be completed by the event organiser and retained by the school Principal.*

Name of School	
Educational Outing To	
Date of Tour	
Duration of Tour	
Purpose of Trip/Links to the Curriculum	
No Students	
No Teachers	
Year Group/Class/Age Group	
Details of any students with SEN and plans put in place	
Teacher(s)/Organiser(s)/Supervising Teachers	
Emergency Contact Number(s)	
Mode of Transport & Cost to Student	
Date/Time of Departure & Return	
Any other information	

**Reminder: Attach itinerary and details of Insurance Cover)**

<b>For Principal's/ Centre Co-ordinators Use Only</b>	
Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	Date: _____
Notes:	
Signed:	Principal/Centre Co-ordinator

**A COPY OF THIS FORM MUST BE TAKEN BY THE GROUP LEADER ON THE TOUR/TRIP.**

THE ORIGINAL SHOULD BE RETAINED BY THE SCHOOL CONTACT.

LOUTH AND MEATH EDUCATION AND TRAINING BOARD

**Form ST6**

**RESIDENTIAL / FOREIGN TOUR RISK ASSESSMENT**

Complete this form for all Residential/Foreign Tours with students and submit to Principal along with Educational Tours application form

**GENERAL ACTION CHECKLIST TO REDUCE RISK**

<b>ALL RESIDENTIAL VISITS</b>	<b>Y / N</b>	<b>COMMENTS</b>
Has the status of the tour operator/activity centre provider been checked?		
Does the Tour Operator/activity centre provider specialise in the organisation of the relevant tour/activity?		
Have you checked out background information on the area and the hotel/centre for suitability (e.g. hotel is not situated in areas renowned for violence/muggings/prostitution etc)?		
Have you checked that student rooms have individual locks to ensure personal safety?		
Is the ratio of supervisors to students adequate for the trip and complying with the conditions set out in the Educational Tours Policy of Louth and Meath ETB?		
Have you drawn up an itinerary, including details of activities and any free time allowed?		
Have you made clear arrangements for the supervision of free time including contact arrangements (i.e. checklist of names and intended destinations of students, agreed curfew times, safety of money, keeping in groups)?		
Is any of the party qualified in First Aid? If not who is the appointed person taking responsibility for First Aid Box?		
Have arrangements been made for special needs including access during travel and accommodation (e.g. disability/diet/medical etc)?		
If additional hazardous activities are included in the schedule have specific risk assessments been done to cover the activities (e.g. Ice skating/Skiing/Sailing/Swimming/Mountain walking/Theme Parks etc)?		
Have you provided a written briefing to both the students and their parents to cover the above, and provided them with appropriate contact numbers?		
Have you checked the safety/suitability of any equipment to be used?		
Have you obtained Parental Consent?		
Has planning for inclement weather/protection from sun been accounted for?		
Have you organised adequate insurance cover?		
<b>ADDITIONAL RISK CONTROLS FOR FOREIGN TOURS</b>	<b>Y/N</b>	<b>NOTES</b>
Have students been briefed about local customs and behavioural, dress codes etc?		
If vaccinations are necessary, have arrangements been made?		
Are supervisors clear on how to contact any Emergency Services and Irish Embassy in the country of visit?		
Have the students obtained a European Health Insurance Card (available from the Health Service Executive) to ensure sufficient medical cover?		
Have you verified that all passports are valid?		

Telephone number of Irish Embassy/Consulate in country to be visited: \_\_\_\_\_

# BUSH POST PRIMARY SCHOOL

**BE YOUR BEST  
BEYOND THE CLASSROOM!**



## ★ WHAT ARE EXTRA-CURRICULAR ACTIVITIES?

- Sports teams
- Drama and music
- Quizzes and debates
- Art clubs

They're a great way to make friends, try new things, and show your Bush school spirit!

## WHEN TRAVELLING TO EVENTS



- Sit safely and sensibly on the bus  
Respect the driver and keep noise levels down
- Follow your teacher's directions at all times

Remember—you're representing Bush Post Primary School!



Be proud to be part  
in the Bush team

## YOUR ROLE AS A BUSH STUDENT

- ✓ Be respectful
- ✓ Follow the school's Code of Behaviour
- ✓ Listen to your teachers' instructions
- ✓ Be responsible
- ✓ Catch up on any missed classwork



## SHOW PRIDE IN YOUR SCHOOL

- Build confidence
- Make new friends
- Learn leadership and teamwork
- Have fun and create memories



## REMEMBER:

Taking part in extra-curricular activities helps you grow, learn, and shine!



**Board of Management Policy Consultation:**

Policy:	Extra-curricular policy
Date of consultation:	11/11/2025
Signed by chairperson of the BOM:	<i>Catherine Ruane</i>
Signed by secretary of the BOM:	<i>Mr. Lynn</i>
Proposed by:	<i>Ann O'Connor</i>
Seconded by:	<i>Aidan Gallagher</i>