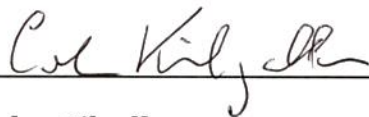


# EXTRA-CURRICULAR POLICY 2024

**Ardgillan College**

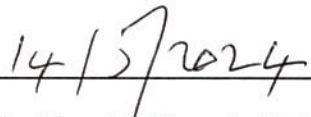
**Date for review: March 2026**

  
\_\_\_\_\_

Colm Kilgallon

Chairperson

Board of Management

  
\_\_\_\_\_

Date ratified by the Board of Management

---

## **MISSION STATEMENT**

Ardgillan Community College promotes a happy and caring community where students are encouraged and supported to reach their full potential. Teamwork, respect and the pursuit of excellence form cornerstones of the college philosophy. The ethos of the college is based on respect, tolerance and understanding while appreciating the diversity of our changing world. The college aims to provide a broad education for all students and to nurture their individual abilities and talents.

Ardgillan College's motto is 'Mol an Óige agus Tíocfaidh Sí' (Praise the young and they will flourish).

## **INTRODUCTION**

Ardgillan College delivers a six-year cycle from first year to sixth year. The central mission is to promote a happy and caring school climate where students are encouraged and supported to reach their full potential. The College is committed to providing a person-centred holistic education in which it fosters the personal, social and spiritual development of its students in an atmosphere of mutual respect.

The emphasis is placed on quality teaching and learning, positive behaviour and the recognition and honouring of achievement.

## **POLICY STATEMENT**

An important element in a comprehensive curriculum is the provision of a wide range of extra-curricular activities, including sporting, artistic, musical, cultural, literary, social and leisure activities. The aim of this policy is to establish procedures and practices to ensure the effective running of extra-curricular activities in our school.

## **RATIONALE**

The school recognises that extra-curricular activities represent a valuable aspect of the learning process and contribute to the development of a rounded individual. Extra-curricular activities supplement and complement in-school learning and activities and provide opportunities for students to broaden their horizons in ways that would not be possible within the confines of the school premises alone. This is particularly important for all students as extra-curricular activities provide them with opportunities to explore and expand their gifts and talents in other areas.

---

## **GOALS**

- Ensure consistent approaches to the planning and implementation of extra-curricular activities in the school
- Provide the school community with a clear understanding of the role of extra-curricular activities in the school
- Enable students to take full advantage of extra-curricular activities with a view to achieving a rounded education
- Encourage parents to take an interest in and share responsibility for their children's overall development through support of the school's extra-curricular activities
- Provide teachers and other staff members with assurance and guidelines to help them with what is effectively voluntary work for the benefit of the students and the whole school community

## **CONTENT**

The content section must address the various specific issues that need to be considered when developing a formal policy for extra-curricular activities. Although many of the issues will be the same as those affecting other aspects of school activity, the fact that, extra-curricular activities, by definition, take place outside of school or off the school premises, or both, means that there are certain unique issues that need to be addressed. The major issues that require attention include (in no particular order):

- Parental Involvement and Consent
- Transport
- Health and Safety
- Behaviour and Discipline
- Supervision
- Coordination and Planning
- Overnight Stays
- Legal Issues

## **PARENTAL INVOLVEMENT AND CONSENT**

As holistic education is dependent on a cooperative approach between parents and the school, it is vital that parents are fully aware of and committed to the success of the school's extra-curricular activities and extra-curricular activities policy.

Due to the frequency and similarity of sporting events, it is not necessary for a letter to be delivered to parents for students participating in such events. However, all parents must

---

sign the Permission Slip for Extra-Curricular Activities in their child's school journal. Also, parents must inform the school of any medical issues that may impact their son/daughter involved in any extra-curricular activities.

## **HEALTH AND SAFETY**

Health and safety precautions for those responsible for students during extra-curricular activities includes the following:

- The availability of basic First Aid boxes at appropriate extra-curricular activities to have at hand to deal with minor injuries
- A defibrillator should be brought to every school match or sporting event
- Close supervision of students that are known to be at a higher health risk than normal (e.g. asthmatics or epileptics)
- Clear procedures for teachers are outlined at an extra-curricular meeting at the beginning of academic year.
- Adequate levels of adult supervision

## **BEHAVIOUR AND DISCIPLINE**

The success of the school's extra-curricular activities program is dependent on the good behaviour of the students involved. The behavioural issues that should be highlighted might include:

- Wearing of full school uniform/PE uniform unless instructed otherwise by the school.
- Compliance with all instructions of bus drivers, match officials and other outside authorities with responsibility for extra-curricular activities, such as instructors or guides
- No leaving the tour group, for any reason, without permission.
- Strict adherence to any safety and health precautions associated with a particular activity.
- The utmost respect to be shown to the public, extra-curricular activities organisers, and property of others when on extra-curricular activities.
- Remaining in assigned accommodation and rooms during overnight, or longer, trips

Again, as regards disciplinary procedures for transgressions of the code of behaviour while involved in extra-curricular activities, the standards used within the school proper can be generally applied. However, it should be noted that many activities have a fun and/or excitement factor associated with them perhaps not found in the classroom

---

environment and that the teacher/student relationship is often best served by being somewhat less formal during extra-curricular activities than in the classroom. Nonetheless, among the disciplinary options available to teachers should be exclusion from further extra-curricular activities for cases where a student is overly disruptive or constitutes a danger to themselves or others.

Students who are placed on Year Head report are not permitted to take part in extra-curricular activities during school time.

Students participating in extra-curricular activities are expected to catch up on both classwork and homework by the next class. Students are advised to leave their journal with a friend in school to write in their homework for them .

## **SUPERVISION**

Recognising that teacher and other staff members give up a large portion of their own time voluntarily to ensure the success of extra-curricular activities, any extra-curricular activities Policy should strive to provide teachers with assistance and guidance in their supervisory duties associated with activities. Clearly, teachers have to be extra vigilant when taking students out of the school, having to pay attention to such things as road safety, behaviour on the bus, risks posed by particular venues, and the health and safety of the students at all times. The following can help with such issues:

- Making First Aid and safety courses available to teachers
- Ensuring adequate supervision of all activities
- Ensuring all teachers have the school phone number in case of emergency

## **COORDINATION AND PLANNING**

Coordination and planning can contribute greatly to the smooth running of extra-curricular activities, so an extra-curricular activities Policy should establish procedures and parameters for effective planning of activities. As a result, all extra-curricular activities should be booked with the Deputy Principal in advance of the activity taking place. The Coordinator/Committee would take primary responsibility for organizing the extra-curricular activities of the school by helping arrange and coordinate inter-school activities and major school outings and functions. Staff are expected to follow the steps laid out in the staff handbook when organising trips/matches/workshops.

---

## **OVERNIGHT STAYS**

When extra-curricular activities events require that a group of students spend one or more nights away from home, there are added issues that the school must address from a supervisory perspective above those associated with a daytrip. These include, among other things:

- Ensuring that the accommodation is clean, safe, and appropriate for the students
- Establishing a list of the items that students should bring with them for such a trip
- Being aware of whether students are prone to any problems that may have relevance to overnight stays (e.g. sleepwalking, bedwetting, or nightmares)
- 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
- Conducting a headcount every evening and morning to ensure that all students are accounted for
- In cases of overseas trips, making provision for medical care if it should be required
- Providing teachers with a school mobile phone that can be contacted by students on the trip if required
- Providing students with a school mobile phone contact number of a teacher that they can use if needed
- The demands on the physical resources of the students, having regard to their age and capacity
- The dangers to which students may be exposed

## **SUCCESS CRITERIA**

### **We would hope to see:**

- Increased student participation in extra-curricular activities
- More teachers willing to supervise extra-curricular activities
- A reduction in disciplinary incidents arising from extra-curricular activities
- More and varied activities for students to participate in
- Smoother running of the extra-curricular activities process