

# Extra-Curricular Policy

## Blackwater Community School



### Review Dates

Stakeholder	Date	Ratify / Review / Amend
Staff	20 <sup>th</sup> January 2026	Review
Parents	January 2026	Review
Student Body	12 <sup>th</sup> January 2026	Review
BOM	January 2026	Ratify

Due for next Review: January 2028

## **Policy Statement:**

Blackwater Community School (*BCS*) is committed to quality education of the students, including both academic and non-academic activities. As a school we are inclusive in our intake of students. We have positive procedures in place for good clear communication with the community around the school.

BCS has an open and holistic approach to the provision of education in this regard we offer a wide variety of extracurricular activities (ECA) including sport, social, music, literature etc. These activities provide the foundations for student development socially as well as personally.

It is our policy to give ECA the recognition that it deserves, ECA by its very nature is positive and extremely valuable to school life. ECA serves to complement and enhance the work done in the classroom.

## **Policy Goals:**

1. Ensure successful and positive implementation of the ECA policy as well as the activities themselves.
2. Provide all involved in ECA in the school clear understanding of the role of ECA as well as the procedures surrounding ECA.
3. Enable students to get a rounded holistic education as well as encouraging the broader community to become more involved in the school.

## **Parental Involvement and Consent:**

It is clear that this school has an excellent relationship with the parents / guardians of its students as well as the wider community. Parents / guardians are kept informed of matches and events in the school by the school App, local newspapers and newsletters. Also, at the beginning of the year parents / guardians are asked to sign their child's PR book, including the school rules and code of conduct. This informs them as to what is expected of their child when they are away at events with the school. Activities such as school tours, trips, exchanges etc have information nights, and all students must have a consent form signed in order to attend.

## **Insurance**

All students in the school have to sign and contribute to the school insurance, this covers them at any event involving the school. The school itself has public liability insurance and all transport used for ECA are recognised coach services.. We ensure that the transport provider has full insurance and is recognised under the appropriate legislation.

As we are aware those involved in ECA are more at risk to injuries and have a greater need for insurance. We, as responsible leaders of ECA, ensure first aid kits are always provided. Any incidents involving an injury to a student are recorded on NIMS.

## **Health and Safety:**

It is vital that we as educators are aware of the health and wellbeing of our students, and it should be a priority for us. It is policy that every activity has their own first aid kit, that all parents are contactable (*i.e. up-to-date information and contact details are present*). The office and staff must be aware of those attending the event this is to ensure that all students are accounted for.

It is imperative that each individual involved in the teams or ECA are familiar with the Health and Safety Policy of the school and of the PE Dept. There are accident forms available should they be required and in the event of an accident these forms must be filled out and copied - NIMS (*One for student, one for file, one for teacher original to office file*).

## **Behaviour and Discipline:**

The behaviour and discipline procedures are the same as that of the school rules and code of conduct. The sanctions for breach of these are the same as that of the school policy. The only exception to this is the school tour/trip whereby any breach of rules ends with student been sent home at expense of their parents, and then the school sanctions are put in place.

In case of a school tour there is an information night informing both students and parents of the accommodation and itinerary of the trip. There is also in place agreed procedures for ECA.

School uniform or school tracksuit must be worn to events unless otherwise stated. Students must wear their correct school uniform to school on the day of the activity and change into appropriate gear before the activity. Students are required to have their phones / devices locked in phone pouches while attending ECA. At all times the students must act with dignity and with respect for the school, themselves and those they meet.

## **Supervision:**

All events are supervised at all times. The teachers must supervise students while they are away at all events. The teacher must be present with their team / group at all times. It is apparent that those involved in ECA give up a huge amount of time and effort for the students. All of this is voluntary, and this is the only way we can ensure the success of ECA as a school. It is clearly stated that on trips away from school two teachers must be present.

At all times those involved are contactable by the school and are given first aid kits. When involved with ECA it is important that those in charge appreciate that students are not be left unsupervised at any venue. It is also important that the teacher in charge is present with their team.

The teacher in charge of the group / team must ensure that School Activity (SA) has been entered on VSWare for all students missing class during the activity.

Teachers in charge must furnish Katriona, prior to the event, with a list of the students attending in order to set up the bus payment system. All parents / guardians of students attending the activity must pay the bus fee through the link provided.

## **Work Missed while Away at Events:**

Students must catch up on all class work and homework that is missed while away at an event. This is the students' responsibility.

## **Supporters Busses to Events:**

From time to time during the year a Supporters Bus may be organised to celebrate some significant events. Where practicable, only non-exam classes would travel on these busses.

## **Coordination and Planning:**

In order for ECA to run smoothly there must be in place established procedures and clear protocol. All teachers involved must be aware of who the ECA coordinator is - Kelly McGrath has been appointed to this role during 2025-2026. Teachers must be aware of the timetable in use. This will ensure that no two training sessions or activities will clash and at all times the best use of the facilities are in place.

ECA recruitment in BCS is easy as the teachers take activities that they are interested in or have experience in. Should two or more teachers be interested in the same area often the teams are divided among them in a rotation capacity. It is the schools aim to broaden all aspects if the ECA. The school also aims to increase the numbers involved in ECA both teachers and students.

## **Community Use of Facilities:**

The facilities of the Astroturf and hall can be used at night, by the surrounding community. It can be booked through the school office (Katriona) or through James Dalton. He ensures that the hall or Astroturf is opened and that after the facilities are left in proper order.

BCS have a number of outside teams using these facilities, adult education, soccer teams, cricket, badminton teams to mention a few. These people have their own insurance and as previously stated James Dalton assumes full supervision duties throughout the time. There is a copy of the booking in the office so that should school require the facilities they can also book it themselves.

**Adoption by the Board of Management:**

This policy and its implementation will be reviewed by the Board of Management once in every 2 school years. Written notification that the review has been completed will be made available to school personnel, published on the school and provided to the Parents' Association. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Signed: **Colette Power** (Chairperson of Board of Management)

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Signed: **Denis Ring** (Principal)

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Date: \_\_\_\_\_

(Signed Copy on file.)