



After School Clubs Policy

Introduction:

This policy was formulated during the academic year 24-25 by the principal and teaching staff of Stratford NS in consultation with parents and the Board of Management.

Rationale for Policy:

The Board of Management of Stratford NS is favourable to after-school classes/activities being offered to its pupils on the school premises and within the school grounds. The Board is sensitive to the needs of the school community and to the educational enrichment of the children.

Guidelines and Approval

As is made clear in DES Circular 16/05, 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. Board approval is required for all such activities, and an application and contract (see Appendix 2) will be completed and signed before formal approval is given for the activity or class to begin. This policy was formulated in keeping with the Department of Education Guidelines [2017] on the use of School Buildings outside of School Hours

After School Clubs

The Board welcomes written proposals, via the Principal, 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. Board sanction is required for all such activities. In considering and approving activities and classes the Board will take into account the suitability of the activity. The activity should not conflict with the school curriculum and ethos.

Criteria In considering and approving activities and classes, the Board will take account of the following criteria:

- Preference will be given to proposed activities which can be shown to be complementary to the school curriculum – i.e. have an educational component.
- Ethos: the activity/class does not conflict with the Jewish ethos of the school.
- Inclusive: the activity provider should ensure that the activity/class is inclusive of all pupils of Stratford NS.
- Qualifications and Experience: Activity providers must be suitably qualified and competent in terms of the activity offered and in terms of experience in supervising large groups of children. The Board may require evidence of such qualifications/experience.
- Child Safeguarding: Activity providers must provide the Board of Management with evidence of having completed Tusla's Children's First training and of up-to-date Garda Vetting.
- Activity providers must agree to run their clubs on a 1 adult to 12 children ratio.



- Activity providers must agree to contribute 10% of their earnings to the school to cover the cost of renting the school premises.
- Insurance: Activity providers must be adequately insured and provide the Board of Management with evidence of their Public Liability Insurance

Health and Safety:

- The activity provider is responsible for the safety and well-being of pupils attending after-school activities.
- Activity providers must have first aid kits.
- In the event of an accident or incident, accident/incident reports ([Appendix 1](#)) should be completed by the activity provider and a copy given to the school principal.
- Activity providers must ensure they have a knowledge of exit points and fire safety procedures.
- Activities should be adequately supervised. Adequate supervision will be dependent on the activity provided, the age and care needs of the pupils and the qualifications and experience of the activity provider.
- Activity providers must be aware of any medical and care needs of children attending after-school activities and make provision to ensure those needs are met.
- Activity providers should be familiar with the school's Code of Positive Behaviour and the school's Anti-Bullying Policy (available at <https://www.stratfordns.ie/services-3>) and these should be used as a reference for dealing with any misbehaviours or bullying incidents that may occur. In the event of incidents of bullying, and or serious or gross misbehaviours, a child or children may be asked to leave the activity/class. If the children being asked to leave the activity/ class, no refund will be given.
- The activity provider is responsible for investigating and maintaining records in relation to such behaviours and of informing the principal of such matters.

Records and Communications

- The activity provider is responsible for keeping an attendance list of participating children.
- The activity provider is responsible for keeping updated parent/guardian contact details.
- The activity provider is responsible for informing parents/guardians if the activity is postponed or cancelled and for ensuring that parents receive adequate notification of any change to the schedule of activities. The activity provider must notify parents if their children need to be collected at 3pm, when the club is cancelled.
- The activity provider must provide parents/guardians with a contact number at which they can be contacted during after-school activities.
- The activity provider should provide the Board of Management and parents with a schedule of activities including dates, times etc.
- Parents/guardians' communications
 - Parents / guardians must ensure that the activity provider has up to date contact information.



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- If a child attends school but will not be attending his/her scheduled afterschool activity, parents/guardians must notify the activity provider.
- All inquiries should be made directly to the activity provider.

Operational Issues

The Board of Management is not responsible for organising, promoting, or for any other arrangements relating to after-school activities, however, the Board must be satisfied that the accommodation is suitable for the proposed activity/class.

Responsibilities for Activity Providers:

- Collecting children from their teachers, accompanying them to the designated room or area remaining with them until they are collected by their parent or carer.
- Activity providers will supply all their own materials and equipment.
- Activity providers will ensure the accommodation used for the activity/ class is left clean and tidy for the next day.
- Only the allocated room/area shall be used for the agreed activity. It will be agreed in advance with the Principal which room(s) will be used. Cleaning of these rooms is the responsibility of the activity provider of the activity. At the end of the activity, designated areas should be left clean and tidy, chairs should be put on tables, the floor should be swept and the blinds pulled down.
- Activity providers should ensure that equipment is not left connected to the electricity.
- Any breakages or damage during the after-school activities must be reported to the principal/Board, and the school must be indemnified against any cost incurred.

Finance:

- Parents/guardians will pay the activity provider directly who will be responsible for any ensuing tax liabilities.
- Activity providers will pay 10% of their earnings to the school to cover rent and costs such as heating, lighting etc.
- There is a 25% discount on the cost of the club for children of staff members in the primary school and the college.

Insurance:

- The activity provider will provide a copy of their insurance to the school.

Other Considerations:

- Children from Jnr Infants to 6th class attend afterschool clubs.
- The Board shall not accept any responsibility for the loss or damage to personal effects as a result of the premises being used for the after-school activity.
- The Board reserves the right to terminate the contract at any time if it is deemed necessary. In such cases, a written explanation will be provided.
- The decision of the Board is final in such matters.



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- Should activities be cancelled, the activity provider must refund monies paid or schedule an additional class[es].
- Locking of the school and security are the responsibility of the activity provider and procedures for this will be pre-arranged with the principal before the activity begins.

Children with Additional Needs:

- The activity provider will be informed of any specific needs or additional support requirements of the child.

Parents/Guardians

- Parents/Guardians who wish to enrol a child in an after-school activity must contact the activity provider, pay the relevant fee, provide contact details and agree to the arrangements for the activity by signing a form at enrolment.
- Parents/Guardians should ensure that they have all relevant information in terms of the dates and times of the activity.
- Parents/Guardians should inform the after-school activity provider of any additional needs their child may have to ensure that adequate arrangements and care can be put in place.
- Children should be collected punctually at the school gate at the end of the activity. In the event that a parent/guardian is late to pick up their child at the end of the after-school activity period, the activity provider must be informed without delay.

Cancellation of Classes:

- The school is not responsible for cancellation of classes or any related supervision and notification of parents.
- The activity provider is responsible for notifying parents of cancellations and postponements.
- In the case of cancellation due to sudden absence of the activity provider, the activity provider is responsible for organising the supervision of pupils until collection by parent or guardian

Conditions for Stratford NS Curricular Activities:

1. Classes will start directly after school at 14:00 or 15:00, unless otherwise noted on the timetable. Children from Junior Infants to 2nd class will be collected by the activity provider and children in 3rd - 6th classes will proceed to the designated room/area in an orderly fashion and leave after class in the same way.
2. After-school clubs are available for children from Junior Infants to 6th class.
3. Children will respect the rights of others to learn in a secure and happy atmosphere and behave in a way that allows this.
4. Children will co-operate with instructions given by the activity provider
5. The activity provider has a responsibility for the management and education of the children for his/her activity.
6. Any inappropriate behaviour will be reported to parents/guardians.



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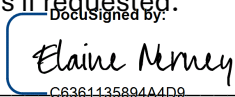


7. If, after a warning the inappropriate behaviour continues, the child will be asked to leave the class permanently. No refunds will be given.
8. Children from 3rd – 6th classes who, with the permission of their parents, make their own way home, must leave the premises as soon as the activity is finished and according to their normal arrangements.
9. It is not the responsibility of the school or the school's supervising teacher to supervise children after this time. The activity provider must ensure that all other children are collected as agreed with their parents and must contact parents to ensure the same.
10. The activity provider is responsible for informing parents and guardians of the dates and times of the classes and of any changes made to the schedule and should confirm the same with the school.
11. The activity provider is not responsible if your class child fails to attend a class. Please remind your child of his/her class day and time. If your child attends school but will not be attending his/her scheduled extra-curricular class, it is imperative that you, or your child, notify the activity provider of this.

Implementation and Review:

This policy will come into effect from August 2025 and will be reviewed every two years, or sooner, if deemed necessary.

Activity providers will enter a contract with the Board of Management for the provision of the after-school activity in accordance with this policy. (see Appendix 2) This contract should be signed by both parties. The contract shall not exceed one school year. At the end of the specified period, the Board will review the activity before entering a further contract agreement with the activity provider and further contracts for a similar activity will be considered for subsequent periods if requested.

Signed:  (Chairperson)
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Date: 8/25/2025



Appendix 1: Accident/ Incident Report Form

Name of Staff Member: _____

Date and Time of Incident: _____

Description of Incident:

[illegible]

After School Club Leader signature: _____

Principal signature: _____

Follow up action needed:



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Appendix 2: Application/Contract for Use of School Facilities in Stratford NS

The application form will also form the basis for the contract between the activity provider and the Board of Management of Stratford NS.

Activity Provider Details:

Name of Group/ Individual	
Address	
Contact No	
Email address:	

Facilities required:

Room Required	Classroom ☐ Hall ☐ Basketball court ☐ Green space ☐
Description of activity	
Dates required	
Start Date	
Times	
Activity leader name and contact number	

Insurance Details:

Name and Address of company	
Policy Number	
Expiry date of policy	
Conditions	The insurance policy provides specific indemnity to the Patron, Trustees and Board of Management: Yes ☐ No ☐
Copy of Insurance	A copy of my insurance certificate is attached to this application. Yes ☐ No ☐



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Declaration to be signed on behalf of the activity provider:

- I/we agree the club will have a ratio of 12 children to 1 adult.
- I/we agree to leave the space clean and tidy, ready for school the following day.
- I/we agree to pay the Board of Management 10% of my/our earnings to cover the cost of renting the school premises.
- I/ we have provided our insurance details to the school Board of Management.
- I/we have provided the Board of Management with a copy of my/our Garda Vetting.
- I/we have read the Stratford NS After Schools Clubs Policy.
- I/ we agree to all conditions governing the use of Stratford NS school property and the provision of after school clubs, as detailed in the policy. I/we authorise the school authorities to make such enquiries as it deems necessary in connection with this application.

Signed: _____

Date: _____

Approval of Application (to be completed by the school)

Use of school facilities sanctioned	Monday ☐	2 – 3pm ☐	Term 1 ☐	Classroom ☐
	Tuesday ☐	3 – 4pm ☐	Term 2 ☐	Hall ☐
	Wednesday ☐		Term 3 ☐	Basketball court ☐
	Thursday ☐			Green space ☐

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

Signed: _____ (on behalf of the BOM)

Date: _____