



St Joseph's College. Garbally, Ballinasloe, Co Galway.

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## Extracurricular Activities Policy

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Procedure

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Guideline

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**1.0 Introduction**

This policy has been prepared in consultation with parents, students, staff, and Board of Management. Extracurricular activities are those activities, which may from time to time be undertaken, by individuals, groups or classes under the direction and supervision of a teacher or teachers. They are outside of the formal curriculum but are deemed relevant by the school to the educational needs of the students and are in line with the Mission Statement of Garbally College.

Extra-Curricular activities may be for example:

- School tours.
- School/class retreats and liturgies.
- Field trips.
- Competitions involving debates, quizzes, etc.
- Competitions involving school's sports teams.
- Outings to Theatres, Cinemas, Third level Colleges open days etc.

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## 2.0 The Board of Management

The Board of Management recognizes that extracurricular activities by their nature will often take place away from the school and classrooms and outside of school timetabled hours and in the teacher's and student's own time.

The Board of Management supports the notion of such activities in the interests of the education of the students and the building of the morale of the whole school community. It is the policy of Garbally College therefore that teachers are encouraged to organize extracurricular activities and students are encouraged to participate in such activities as are organised.

## 3.0 Teachers


Teachers involved in organizing extracurricular activities will advise the Board of Management, through the Principal, of all activities that are intended to be undertaken as far in advance as possible. Such teachers will also obtain prior written parental permission of their parents for a student to participate in such extracurricular activities.

Teachers must post work for their classes on the Work While Away Team.

## 4.0 The student

The students participating in extracurricular activities must.

- Have prior written parental permission to do so.
- Be always identifiable as Garbally College students (i.e., wear the school uniform/PE uniform as prescribed) except in the case where the Principal/Deputy Principal otherwise direct.
- A levy to defray the cost of the bus will be collected by teacher/s accompanying. Students. The amount is determined annually.
- Remember that the school's Code of Behavior applies to all such activities.
- Hand up powered off mobile phones to the supervising teacher.
- Ensure that all homework and assignments missed by involvement in an extracurricular activity are recorded, carried out and handed up as required (except in the case where a teacher specifically grants an exemption).
- Return punctually and as directed to classes once an extracurricular activity ends within school time.

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## 5.0 Team Sports

- All normal school rules apply when travelling to and from matches as well as during matches. Mobile phone use is not allowed, except when given **direct permission** by the manager/coach/teacher.
- If a student receives a suspension, they may be permanently removed from the panel/panels.
- If a student receives a referral/detention or another disciplinary action on the week of a match they may be temporarily removed from the panel/panels for that match.
- Full school uniform for matches/outings is mandatory. If a student does not have a full school uniform, they will remain/return to class.
- Students will be given time to leave and return to class for each game and this must be adhered to strictly.
- A minimum of 80% attendance at the training session is required to be a member of any panel.
- Students must be on time for training otherwise they are considered absent unless they have contacted the coach first with a valid reason.
- If a player is not attending training or a match for whatever reason the manager/coach/teacher must be informed before the training/match by the player or parent/guardian and not by a third party. (All panel members will be on the Microsoft Teams where they can communicate with manager/coach/teacher).
- Injured or unavailable players will not go to matches and will remain in class.
- If a student has any issue that is relevant to their participation on a panel/panels, be that emotional/psychological or physical, it is the responsibility of the parent/guardian to contact the manager/coach/school and inform them directly.
- All disciplinary decisions made with regards to the team/panel will be made by the manager/coach/teacher together with school management.
- Teachers/coaches volunteer to coach/manage extra-curricular teams therefore selection decisions are ultimately the decision of the coaching team of each particular extracurricular team. The decision of that coaching team regarding “Team/Panel Selection” is Final.
- **Failure to adhere to any of the above rules and regulations may result in temporary or permanent removal from the panel/panels.**

I/we have read, understand, and agree to the above, as a requirement to participate in (Sport named) for Garbally College.

**Student signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent signed** \_\_\_\_\_ **Date** \_\_\_\_\_

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**6.0 Parent(s)/Guardian(s)**

Parent(s)/Guardian(s):

- Will be informed regarding Garbally College policy on extracurricular activities.
- Must give prior written consent for their son(s) to become involved in any extracurricular activity.
- Will be responsible for collecting their son(s) from Garbally college in the event of a particular extracurricular activity ending after 3.45 p.m.
- When students are attending events away from the College it is important to note that the point of departure is the point of return.
- If you wish your son(s) to be collected at another point, you (parent/Guardian) must be present at this point. This request must be in writing and sent to the school authorities prior to the event.