

Policy re Hire and Use of School Premises by outside Groups.

External group use of Le Chéile National School premises for whatever purpose is dependent on compliance with the following directions:

1. Evidence of appropriate insurance including public liability is provided in writing to the Board of Management (unless the Board of Management agrees alternative arrangements).
2. The nature of the activities for which the school is hired is in keeping with the general educational aims and /or ethos of the school.
3. The standard and quality regarding organisation, discipline and instruction (where it applies) is in keeping with the professional standard of the school.
4. Where it applies, the quality of care towards and responsibility shown to children involved in specific activities is in keeping with that of the school.
5. The supervision of children attending extra-curricular activities is the responsibility of the teacher/instructor present on behalf of the group/ individual hiring the school. This includes the supervision and care of the pupils waiting beforehand and waiting to be collected afterwards.
6. Responsibility rests with the group/individual who is hiring the school to communicate with the Principal and parents regarding:
 - a) Starting/finishing dates and times
 - b) Cancellations, re-scheduling etc.
 - c) A contact phone number should be provided to parents.
7. The teacher/organiser present on behalf of the group/individual hiring the school is responsible for:
 - Ensuring that the school's no smoking status is upheld.
 - Turning off lights.
 - Returning equipment and furniture to proper storage point.
 - Re-arranging classroom furniture.
 - Any necessary cleaning.
 - Setting the alarm system and locking the school if the caretaker is unavailable and / or by prior arrangement with the school.
8. The school reserves the right to use the hall/room for its own purposes should the need arise.
9. The Board of Management will periodically review the hire of the school premises.

This policy was ratified by the Board of Management on _____

Le Chéile National School

Signed: _____
Chairperson: Board of Management.