



## SCOILEANNA ILCHREIDMHEACHA: CEACHTANNA SEACHSCOILE A EAGRÚ

Inár scoileanna ilchreidmheacha, iarrtar ar Bhoird Bhainistíochta éascú a dhéanamh ar ghrúpaí éagsúla más mian leo ceachtanna sainchreidimh a chur ar fáil do na daltaí lasmuigh d'am scoile. Leagtar amach anseo thíos na freagrachtaí a ghabhann leis na rannpháirtithe éagsúla. D'fhéadfadh scoilphobal an treoir seo a úsáid agus iad i mbun eagrúcháin do cheachtanna sainchreidimh seachscoile.

### GRÚPA EAGRÚCHÁIN

Cuireann an grúpa eagrúcháin seirbhís ar fáil do phobail na scoile trí cheachtanna sainchreidimh a thairiscint dóibh siúd gur spéis leo iad a ghlacadh.

Ba chóir don ghrúpa iarratas a dhéanamh i scríbhinn leis an mBord Bainistíochta ionas gur féidir an t-iarratas a mheas.

#### **Freagrachtaí:**

- Ráiteas Chosaint Leanaí a ullmhú
- Idirghabháil leis an bparóiste áitiúil maidir le
  - líon na gceachtanna
  - rang-ghrúpaí do cheachtanna
  - clárú do shearmanais
  - searmanais éagsúla
  - eolas a roinnt
- Láthair do na ceachtanna a shocrú
- Teagascóirí a aimsiú
- Cáipéisíocht chuí a chur ar fáil don scoil
  - aontú seirbhíse sínithe ag teagascóirí
  - ráitis árachais na dteagascóirí
  - grinnfhiosrúcháin na dteagascóirí (déanfar an grinnfhiosrúchán tríd an bpátrún)
  - deimhnithe Imréitigh Chánacha na dteagascóirí
- Táille ábhartha a bhailiú chun
  - íoc as teagascóirí do na ceachtanna
  - fearas ábhartha a chur ar fáil do na ceachtanna (ealaín, srl.)
  - bláthanna, teastais srl. a cheannach do shearmanais (más cuí)
  - íoc as costais áitiúla – táillí don sagart, d'fhoireann an pharóiste, srl.
- Taifid chruinn a choinneáil ar ioncam agus ar chaiteachas.



## TEAGASCÓIRÍ

Déanann an grúpa eagraithe socrú leis na teagascóirí chun clár sainchreidimh a chur ar fáil dóibh siúd a roghnaíonn an clár.

### **Freagrachtaí:**

- Polasaí árachais a ghlacadh do na seisiúin ábhartha
- Aontú seirbhíse a shíniú leis an ngrúpa eagrúcháin
- Coinníollacha grinnfhiosrúcháin a chomhlíonadh
- Glacadh leis an mbeartas um Chosaint Leanaí
- Sonrasc a chur ar fáil don ghrúpa eagrúcháin
- Íocaíochtaí a chlárú leis na Coimisinéirí Ioncaim & Deimhniú Imreítigh Cánach a sholáthar

## BAINISTÍOCHT NA SCOILE

Ní bhíonn baint dhíreach ag an mBord Bainistíochta le heagrú na gceachtanna sainchreidimh. Ba chóir na freagrachtaí thíos a ghlacadh i gcomhar leis an bPolasaí maidir le hÚsáid agus Fruiliú Áitreabh na Scoile.

### **Dualgais agus freagrachtaí**

- Iarratas ó ghrúpa eagrúcháin a mheas
- Socrú úsáide/fruilithe a aontú leis an ngrúpa eagrúcháin
- Cáipéisíocht chúil a fháil ón ngrúpa eagrúcháin
  - Ráiteas chaomhnú páistí
  - Aontaithe seirbhíse na dteagascóirí
  - Socruithe árachais na dteagascóirí
  - Grinnfhiosrúcháin na dteagascóirí
  - Deimhnithe Imreítigh Chánacha na dteagascóirí



## SCHOOLS WITH A MULTI-DENOMINATIONAL ETHOS GUIDELINES FOR FAITH FORMATION CLASSES OUTSIDE SCHOOL HOURS

In our multi-denominational schools, the Board of Management is asked to facilitate relevant groups should they request to organise faith formation classes for pupils **outside school hours**. The advice below may be helpful to school communities who wish to facilitate such classes.

### ORGANISING COMMITTEE

The organising committee provide a service to the school community by organising faith formation classes for those parents/guardians who wish to avail of such for their children.

The organising committee should forward a written request to the school's Board of Management if they wish to use school facilities for such class.

#### **Responsibilities:**

- Preparation of a Child Protection & Safeguarding Statement
- Communication with local parish regarding:
  - number of classes
  - class groupings for such classes
  - registration for sacraments
  - various ceremonies
  - sharing information with relevant others
- Arrange a location for classes
- Identify tutors for classes
- Provide school management with relevant paperwork
  - service agreement for tutors
  - proof of tutor's insurance cover
  - tutors' Garda vetting certification (process will be facilitated through the patron)
  - tutors' tax certificates
- Collect the appropriate fee to cover the cost of:
  - tutor payments
  - necessary equipment (art, etc.)
  - flowers, certificates, etc. for ceremonies (if applicable)
  - payment for local arrangements: payment to priest, parish team, etc.
- Keep an accurate record of income and expenditure.



## TUTORS

The organising committee will identify suitable tutors for those who wish to undertake faith formation.

### **Responsibilities:**

- Have appropriate insurance cover for the classes
- Sign a service agreement with the organising committee
- Fulfil Garda vetting requirements
- Adhere to the Child Protection & Safeguarding statement
- Provide the organising committee with an invoice for tutor services
- Register payments with the Revenue Commissioners and provide a Tax Clearance Certificate

## SCHOOL MANAGEMENT

The Board of Management is not directly involved with the organisation of extra-curricular classes but are responsible for agreeing for the hire/use of school premises.

### **Responsibilities:**

- Consider the request from the organising committee regarding use of school premises
- Agree a Hire/Use of School Premises contract with the organising committee
- Retaining the following paperwork from the organising committee
  - Child Protection and Safeguarding Statement
  - Service agreements with tutors
  - Insurance certification of tutors
  - Garda vetting certificates of tutors
  - Tutors' Tax Clearance Certificates