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Supervised After School Study

Financial Guideline 01/04 distributed last year sought to clarify issues around the provision of **Supervised After School Study** in schools. It would appear that school management, parents and students themselves generally regard the provision of After School Study as a desirable and worthwhile activity while teachers and others who act as supervisors also benefit.

Models of After School Study

As outlined in the previous guideline, the model of Supervised After School Study varies from school to school. In general, the principal models used can be summarised as follows:

1. Study organised by a teacher under the **Post of Responsibility** structure
2. Study organised by an individual(s), usually a teacher(s) on **an agreed paid basis**
3. Study organised through the existing **administrative structure** of the school
4. Study organised and administered by an individual or group (who may or may not be teachers in the school) on a **private enterprise basis**.

As a general principle, and irrespective of the model used, the school authorities are required to ensure that they are complying with all legal requirements such as health and safety legislation, insurance requirements and income tax/PRSI obligations.

In general, there seems to be no real issue around the first three models outlined above. However, the fourth “private enterprise model” requires some clarification.

The Private Enterprise Model

Where After School Study is organised on a private enterprise basis either by teachers or non teaching personnel, the Board of Management is advised to consider the following issues:

- The organisers should apply to the Board of Management in writing seeking permission to use the school premises for after school study in the same way as any other group would apply.

- The organisers should provide proof of insurance cover. (By agreement with the Board of Management, the school's insurers may supply cover to the organisers on payment of an additional fee).
- At the Board's discretion, all additional costs such as heating, lighting, security and rental costs should be covered by the organisers.
- The Board must be satisfied that the supervision of students is adequate and that all health and safety issues are covered.
- Where non-teachers are employed as supervisors, care must be taken to ensure that Child Protection guidelines are followed.
- Agreement should be reached as to how breaches of discipline which may occur during the supervised study sessions are to be dealt with.
- Communication with students and parents is done by the organisers. **In particular, school letterhead paper should not be used.**
- The Board of Management is given an assurance by the organisers that that there is full compliance with all legal requirements such as health and safety legislation, insurance requirements and income tax/PRSI obligations.

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