

OUR LADYS SECONDARY SCHOOL



POLICY ON EXTRA CLASSES

Our Lady's Mission Statement

Our Lady's Secondary School is a Voluntary Catholic Secondary School operating under the trusteeship of CEIST according to the traditions of the Sisters of Mercy. We, the staff and students, enjoy working together to realise our full potential in a healthy, safe, stimulating and friendly environment where the atmosphere is one of mutual respect, cooperation and challenge. We take a holistic approach focusing on the wellbeing and development of each individual socially, culturally and academically. Within our school community, each student is treated equally. All are considered uniquely talented, with effort valued as much as excellence. On a day-to-day basis, the Christian message inspires everyone in the school to be charitable, inclusive and understanding.

School Context

Our Lady's Secondary School is a Voluntary Catholic School under the trusteeship of CEIST. The school is Co-Educational and currently has approximately 750 students and over 60 teachers as well as a range of ancillary and support staff. The school has a Board of Management comprised of Trustee Nominees, Teacher Nominees and Parent Nominees. The Board of Management delegates the day-to-day running of the school to the Principal. The school supports the principles of inclusiveness, equality of access and parental choice in relation to enrolment. In supporting these principles it also recognizes the rights of the Trustees CEIST, the Religious and Educational Philosophy of the Sisters of Mercy and the funding and resources available.

Mercy Philosophy of Education

Inspired by the vision of Catherine McAuley, Mercy Education is committed to holistic development and to the achievement of the full potential of each student, particularly those who are disadvantaged or marginalised. It is a process informed and influenced by the teaching and example of Jesus Christ and is conducted in an atmosphere of care, respect and joy. Mercy Education is committed to ongoing whole school development in collaboration and partnership with the Board of Management, Staff, Students, Parents/Guardians and the wider community.

CEIST Core Values

The Core Values of CEIST are:

- Promoting Spiritual & Human Development
- Achieving Quality in Teaching and Learning
- Showing Respect for Every Person
- Creating Community
- Being Just and Responsible

This policy was created in accordance with Our Lady's Vision Statement.


Policy on extra classes

1. Extra classes are entirely at the discretion of the individual teacher.
2. Attendance is strongly encouraged as the teacher has deemed the classes beneficial to the student's progress. Teachers are encouraged to make parents aware of students who do not attend.
3. Standard school policies and rules apply for after school policies (unless students are otherwise notified by the relevant teacher) apply for all extra classes, the most relevant of which is the Code of Behaviour.
4. Where an extra class is offered students are expected to arrive on time and stay for the full lesson.
5. Students, where possible, should not be asked to choose between two extra classes on same day.
6. Consideration should be to the student's existing workload.
7. No extra class should clash with an additional subject being offered to students by the school. e.g. if Applied Maths is offered as an extra subject outside of normal class time attendance at such a class is prioritised over other classes.
8. If staff are providing extra classes outside the normal opening hours of the school (8.00am – 6.00pm) they need to notify the Principal. This notification is for reasons relating to health and safety and insurance.
9. It is the responsibility of parents / guardians to collect their sons / daughters immediately after extra classes finish in the evening or at the weekends. It is not the schools responsibility to provide supervision or accept responsibility for these students once the extra classes finish.
10. This policy applies to extra classes held online and in-person. It also applies to extra classes held outside term time (ie during school holidays)

Policy review: This policy to be reviewed every three years. It was ratified by the B.O.M. on October 5th 2023

Review date: June 2025

Signed:



Mr Gary Carville (Chairperson B.O.M.)