



### 1. General

#### 1.1 Scope

This policy applies to all students, staff and parents/guardians in Coachford College. It was drawn up in consultation with all school partners.

#### 1.2 Context

This policy has been devised in keeping with the school's Mission Statement and characteristic spirit. It should be read in conjunction with the provisions of the Education Act (1998), the Education (Admission to Schools) Act (2018), the ethos and values of Cork Education and Training Board, Coachford College's mission and characteristic spirit, and the school's Wellbeing Plan and School Outings' Policy. The policy serves to support the school's vision for excellence in teaching and learning as set out in Looking at our School: A Quality Framework 2016-2020. The school's Mission Statement sets out the school's vision for the creation of an environment conducive to the highest standards of achievement in a community in which mutual respect is shared in a positive environment, with student wellbeing and inclusion at its core.

#### 1.3 Aims

This policy aims to:

- Support and enhance student learning by providing students with the best possible resources to support them in reaching their best possible outcomes, in the most equitable and fair manner possible;
- Provide clarity for parents and guardians regarding the school's rationale in respect of contributions;
- Facilitate teachers' provision of a range of resources and activities which enhance learning and teaching, and
- Ensure that students of the school are provided with the broadest range of opportunities and activities possible.

#### 1.4. Rationale

Coachford College receives an annual capitation from Cork Education and Training Board based on the number of students enrolled annually at the school. This capitation is intended to cover major items of expenditure such as heating, electricity, cleaning, class materials, etc. Grants are also received which are allocated to specific budgets as set out by the Department of Education. Coachford College does not seek annual voluntary contributions from parents/guardians to support this funding.

## **2. Relationship to the school's ethos and characteristic spirit**

Coachford College is a designated community college. Designated Community Colleges are established by the signing of a model agreement between an Education and training Board (ETB) and the local Catholic Bishop and/or a religious congregation. Cork Education and Training Board is the patron of the school. The model agreement provides for the participation of the Bishop of Cloyne Diocese in the organisation and management of the College on an ongoing basis.

Coachford College was established in a spirit of partnership between Co. Cork VEC (now Cork ETB) and the Diocese of Cloyne. The inherited traditions, values and founding intentions of CCVEC/CETB and the Diocese of Cloyne remain enshrined in the characteristic spirit and in the life of Coachford College.

Coachford College is a state, co-educational, multi-denominational school underpinned by the core values of:

- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.

All members of the school community are treated equally, regardless of their race, gender, religion/belief, age, family status, marital status, membership of the Traveller community, sexual orientation, ability or socio-economic status. The school offers all students equal opportunity for enrolment, in line with the Education Act (1998). Once enrolled, Coachford College strives to provide all its students with equal opportunities to engage with the curriculum and school life.

Coachford College provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. It strives to enable every student to realise their full potential regardless of any aspect of their identity or background. The school promotes a fully inclusive education. It prepares open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

## **3. Content**

### **3.1. Voluntary Contributions**

Coachford College does not seek an annual voluntary contribution from parents/guardians to support its annual capitation and grants.

Core school activities are made available to all students, and financial contributions are not sought from parents/guardians to fund them. A tiered system is used for school payments, whereby core activities are deemed to constitute Tier 1. Subsequent tiers are elective and therefore the costs incurred are covered by parents and guardians.

The income and expenditure with regard to all such costs must conform fully with the accounting practices of Cork Education and Training Board.

### 3.2 School Outings and Activities

School outings and activities afford students the opportunity to engage in experiences not available in the classroom, help develop a student's imaginative skills, encourage greater independence and to enhance the student's social and cultural development and wellbeing. Day and overnight outings generally occur in addition to the normal academic and curricular programmes provided at the school. Elective activities are facilitated in keeping with the school's Wellbeing Plan and Policy on School Outings. Where a cost is incurred by such activities, e.g. travel costs, entrance fees, etc., costs are covered by parents/guardians. The full cost of an outing or activity, and the method of payment required, shall be communicated to parents and guardians at the earliest stage possible.

### 3.3 Optional Subjects

Practical work is carried out at both Junior and Senior Cycle in many optional subjects. Parents/guardians are asked to make voluntary contributions towards the cost of certain materials for work which will be owned by the student. The subjects involved include Art, Construction, Design and Communication Graphics, Engineering, Home Economics and Wood Technology. Where possible, students are given the option of sourcing their own materials in lieu of contributing to the school to cover the costs. The costs involved, and the method of payment required, shall be communicated to parents and guardians at the earliest possible remove.

### 3.4 Non-participation

Students who withdraw from an outing, or subject activity after a deposit, or the full cost has been paid, may not be entitled to a refund. Similarly, a student who is prevented from participating in an activity or outing for disciplinary or health and safety reasons will not be entitled to a refund. Participation in all school outings and activities is facilitated in accordance with the arrangements set out in the Coachford College Policy on School Outings.

## **4. Communication between home and school**

Students are strongly encouraged to participate in all school activities available to them. The support of parents and guardians in this regard is valued greatly. Communication between home and school is strongly encouraged as a means of achieving the best possible outcomes for students. Parents/guardians are strongly encouraged to collaborate with the school if concerns arise.

## **5. Roles and Responsibilities**

### 5.1 Students' Responsibilities

It is the responsibility of students to keep their parents/guardians informed regarding school activities which are relevant to them.

### 5.2 Parents'/Guardians' Responsibilities

It is the responsibility of parents and guardians to:

- Ensure familiarity with the rationale and provisions of this policy, and

- Collaborate with the school if concerns arise.

### 5.3 Staff members' Responsibilities

It is the responsibility of relevant staff members to ensure that parents and guardians are

- made aware of this policy;
- notified in a timely manner of contributions which are due.

### 5.4 Board of Management's Responsibilities

It is the responsibility of the Board of Management to ensure that:

- parents and guardians are aware are made aware of this policy;
- this policy is implemented in full, and that
- the policy is reviewed in consultation with all school partners.

This Policy was reviewed by the Board of Management of Coachford College on October 19th 2022 as signed by the Chairperson of the Board of Management and the Principal.

It is available to all members of the school community, and posted on the school's website.

The policy will be reviewed on an annual basis, and/or as deemed necessary.

*Niamh Lehané*

Chairperson of the Board of Management

Date: 19/10/22.

*Anthony Ryan*

Principal

Date: 19/10/2022