



Hansfield

Educate Together National School
Barnwell Road, Hansfield, D15 H1FC



01-8614720 www.hansfieldetns.com 085-8722323 hello@hansfieldetns.com

Invitation to tender for after-school service in Hansfield Educate Together National School (HETNS)

Applications will be received from the date of posting (Thursday, 29th February 2024) to Thursday, 14th March 2024 at 5pm)

Arrangement: After-school care provision for pupils from Junior Infants to 6th class from 1.10pm-6pm in Hansfield Educate Together National School. The service would only be available to pupils of Hansfield ETNS. Any provision of such a service must be in keeping with the school ethos.

Facilities: Classroom space made available. Equipment/resources to be stored elsewhere in the building and moved in and out of the classroom daily. Classrooms to be returned to their previous condition for class the next day. Use of school servery will be made available for food preparation.

School policies: The school will make available to the provider any relevant policies which will include at a minimum:

1. Child safeguarding statement of Hansfield ETNS
2. Code of behaviour
3. Anti-bullying policy
4. Fire safety and evacuation policy

Application process: Interested parties can apply to the Board of Management of Hansfield Educate Together National School, Barnwell Road, Hansfield, D15 H1FC via post or email at hetsrecruitment@gmail.com.

There will be a **weighted process** implemented as part of the application process:

- HETNS will take into account the best interests of the overall school community, in terms of the service to be provided by the operator.
- References and previous relevant experience.
- Garda vetting/supervision
- The outcome of an interview with the Principal or Board representative.
- The revenue generated for the school alongside the quality of service provision to the pupils.
- The Board perceives this service provider to be a good fit for the school in terms of organization, planning, personal approach/characteristics and vision.
- The ultimate decision for awarding the service is entirely at the discretion of the Board of Management.

Application for use of school facilities may be found at Appendix A.

29/02/224



Hansfield
Educate Together National School
Barnwell Road, Hansfield, D15 H1FC



01-8614720 www.hansfieldetns.com 085-8722323 hello@hansfieldetns.com

28/02/2024

APPENDIX A

APPLICATION FOR USE OF SCHOOL ROOM/FACILITIES

1. ORGANISATION DETAILS

- Name of Association/Group:
- Address: Tel no:
- Contact name and address:
- Tel no:

2. FACILITIES REQUIRED

- Facilities/room required: Purpose:
- Date/s required: Time/s:
- Name and address of person who will be in charge:

3. INSURANCE DETAILS

- Name and address of insurance company:
- Policy number:
- Expiry date of policy:

4. DECLARATION/AUTHORISATION TO BE SIGNED ON BEHALF OF ORGANISATION/BODY

I/We agree to the conditions governing the use of School Property as specified in Appendix B below. I authorise the School to make such enquiries, as it deems necessary in connection with this application.

Signed: _____ Date: _____

5. APPROVAL OF APPLICATION (To be completed by school management)

Use of school facilities sanctioned (dates and times): The original insurance certificate has been inspected and a copy has been retained for School records. A copy of the approved application has been given to the Applicant together with a copy of the approved conditions in relation to the use of School property by outside bodies.

SIGNED: _____ Patron and/or Property Owners/Trustees



Hansfield
Educate Together National School
Barnwell Road, Hansfield, D15 H1FC



01-8614720 www.hansfieldetns.com 085-8722323 hello@hansfieldetns.com

APPENDIX B

CONDITIONS GOVERNING THE USE OF SCHOOL FACILITIES BY COMMUNITY ORGANISATIONS AND OTHER OUTSIDE BODIES

1. No loss must accrue to the Board of Management/Patron/Property Owners/Trustees and/or the Department of Education & Skills from the Organisation/Body's use of School's facilities.
2. An agreed deposit to be lodged as a token of the responsibility of the organisation named below.
3. A fee is payable for the use of school facilities. These charges are determined from time to time by the Board of Management.
4. Groups using school facilities are required to abide by signs on display, to adhere to school rules, health and safety requirements, including no smoking stipulations and to other relevant school policies, procedures and other measures in place to safeguard the safety and welfare of the school's pupils.
5. Requests made by the Board Representative on duty during meeting/activity times are to be complied with promptly and in full.
6. School property is to be vacated at the appointed times.
7. The facilities used must be left in a clean and tidy condition in their original state and all property belonging to the group removed/stored as agreed.
8. Any damage to property or equipment must be reported in writing to the school principal. The Board of Management / Property Owners/Trustees reserves the right to recoup any costs incurred.
9. The group are required to comply with the school's Safety Statement and Fire Evacuation Procedure and to confirm that they comply with all relevant legislative and other requirements including Health and Safety, Child Protection and Garda Vetting.
10. Any incidents which occur on school premises which could give rise to an insurance claim or which fall to be reported under the Health and Safety Policy must be reported to the school principal immediately or as soon as practically possible
11. The Principal and/or Board of Management will decide the limitation of numbers at any such meetings.
12. Notice of meeting/event to be given in writing at least one week in advance.
13. Meeting/activities can be held only at times sanctioned by the Principal/Board of Management.
14. Comprehensive insurance cover must be affected by the organisation and must indemnify the Board of Management, the Patron and the Minister for Education & Skills/Property Owners/Trustees from any liability arising from the Organisation/body's presence on school property.
15. As a condition of hire, the school is authorised to make any enquiries it deems necessary with the Organisation/body's insurance company.
16. The Organisation/body is responsible for ensuring that all members using school facilities are aware of these conditions.