

SUNCROFT NATIONAL SCHOOL

Policy Number: 1 - Usage of School Facility

REV:2

Suncroft National School is a property of the School Patron, the current Bishop of Kildare and Leighlin. The property is available for use as a National School for the Children of Suncroft Parish and works under the Catholic Ethos, according to the curriculum of the Department of Education and Science.

From time to time, Suncroft National School may be used for other activities. Guidelines and procedures for application for usage as follows:

Guidelines for Usage of Suncroft National School.

During school hours/term time, Suncroft National School is only available for use as a National School, working under the curriculum of the Department of Education and in the care of the School Principal.

Outside of school hours, the school can be made available for use as follows:

1. By Community Groups.
2. For the benefit of the School's pupils.
3. Elections.
4. Usage is dependent on production of a Public Liability Insurance Certificate.

• Procedure for Requesting Usage for Suncroft National School

- Any person, or group, requesting usage of the school should in the first instance contact the School Principal
- Providing the request meets with the usage policy, the Principal will grant permission on a first-come, first-served basis
- Should a person/group wish to appeal a decision made by the Principal, this can be done in writing to the Chairperson, Board of Management
- The Board of Management will discuss all appeals at their next scheduled meeting and revert to the person/group as soon as possible
- The Principal and the Board of Management reserves the right to refuse usage and/or request additional information as they see fit from any applicant

• General information

- All users of the School will undertake to clean up and secure the premises after use.
- Users will be responsible for maintaining their own accident book (as required under Health & Safety law)
- Users will report all accidents to the School Principal within 48 hours, providing full details.

REVISED AND UP-DATED: 14TH February 2011