



**Expression of Interest to rent space in Grace Park
ETNS to provide After-School School Childcare
Services**



Introduction

Grace Park ETNS is a co-educational and equality-based school based on the grounds of All Hallows, DCU. We have 16 mainstream classrooms with an enrollment of 421 children. In Grace Park ETNS, we:

- Aim to provide an excellent education that is respectful of all, regardless of belief system, race, ethnicity, class, culture, gender, language, lifestyle, and ability.
- Believe, every child will learn in an inclusive, democratic, co-educational setting that is committed to enabling and supporting each child to achieve their full potential while at the same time preparing them to become caring and active members of a culturally diverse society.

Overview

The Board of Management of Grace Park ETNS invites responses to this expression of interest to potentially use school space for after school care service **from 2.10 – 6.30 pm Monday – Friday through an 11-month licence agreement with a break of one month (August) each school year for at least three years**. A separate agreement for provision of summer camps may be made available for August at the request of any successful provider, subject to terms to be agreed. Any successful provider will be supported to offer care during school breaks if there is demand, days off and holidays and will be provided with a calendar when agreed in advance each school year.

The Board of Management at all times reserves its position and does not put this forward as an open offer and may decide not to select any party and may terminate this expression of interest, or any process related thereto, at any point in time.

Facilities made available.

- The school hall /outside play areas will be made available from 2.10-3pm, for play time. Up to two rotating classrooms will be made available from 3pm-6.30.
- Two classrooms **maximum** will be made available during holidays (for a full day period from 8.30am - 6.30 pm) as hall is occupied for camps
- Transportable and minimal storage solutions will be required for 3pm - 6.30 pm for classrooms that will be required to be used by the provider.
- There are no facilities for the preparation of hot food. The school participates in the hot meals programme.
- There is no cleaning service available after the service finishes at 6.30 pm but toilets in classrooms will be cleaned prior to use at 3 pm, and toilets in the hall will be cleaned during service. Service providers will be expected to clean toilets and spaces after service in each area.

Canvassing

Providers should note that canvassing to enhance their application or encouraging others to do so will disqualify them and will result in their exclusion from the selection process

Insurance

Any successful provider shall be required to hold for the term of the contract the following insurances in reasonable levels and amounts of cover: Employers Liability and Public Liability. Any provider should indicate the levels of cover they have in place.

Environmental, Social & Labour Law.

The successful provider will have to comply with all applicable obligations in the field of environment, social and labour law that apply in Ireland, including but not limited to the transfer of undertakings (TUPE).

Rental Fee

The rental cost for the use of the Hall and two classrooms will be 2,500e per month or 2,100e per month for the Hall and one classroom. All figures are exclusive of VAT or any applicable taxes that may from time to time apply. This fee is the same during the school year as well as the holidays, and rental during the holidays therefore is at a substantial discount given the use of school facilities for double the time (8.30 - 6.30). It is hoped this will incentivise providers to provide care during holidays.

Selection

There is a two step process. Both are essential components of the process.

1. Applications addressing the criteria below including the essential checklist submitted by 5.30 pm on Friday July 5th to eo@graceparketns.com. All applications will be confirmed. Please email if you do not receive a confirmation of application received.
2. Attendance at a selection interview

Step one: Complete and submit **an application** responding to the criteria set out and the essential checklist by the closing date.

Step two: Every provider who has submitted a completed application and **with full acceptance of the essential checklist (Appendix 1) completed** will be invited to an interview in which a selection committee encompassing a school leader and early years educator and the school principal. The names of the selection committee will be communicated upon invitation to interview. The outcome of the selection process and the ultimate decision for awarding the service is at the discretion of the Board of Management.

The anticipated interview date is the week of July 8th on Zoom and a representative from invited providers who meet step one of the selection process will be expected to make themselves available to attend. If providers are unable to attend or provide a representative, they will be deemed to not meet the second essential component for selection and will no longer be considered.

Timeline

The successful outcome will be communicated to the relevant provider and must be available to engage in an immediate meeting and negotiation of a provisional licence which will match the facilities available above, and next steps. No agreement is offered or final until an agreement is duly signed by both parties and has been approved by the Board of Management.

Conflict of Interest

Any registered interest involving the expression of interest and Grace Park ETNS, their staff, Board of Management and Patron or relatives must be fully disclosed in response to this Expression of Interest or should be communicated to Grace Park ETNS immediately upon such information becoming known to the interest parties. In any case the information must be made known before the award of the contract. The terms “Registered Interest” and “Relative” shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify interested parties or invalidate an award of contract, depending on when the conflict comes to light. Any other conflicts of interest must be fully disclosed to Grace Park ETNS.

Confidentiality

All documentation disclosed or furnished by the school during this expression of interest is

- furnished for the sole purposes of replying to this expression of interest
- may not be used, communicated, reproduced, or published.
- shall be treated as confidential by the recipient and by any third parties engaged or consulted by the recipient

- must be returned immediately to Grace Park ETNS upon cancellation or completion of this expression of interest, if so, requested by Grace Park ETNS.

Tax Clearance

Prior to seeking the approval of the Board of Management for a licence agreement, the provider will have to provide its Tax Clearance Access Number and Tax Reference Number to facilitate verification of their tax status.

Regulations regarding in-school childcare

School age service providers are required to register their school age service with Tusla by completing the online registration process to comply with The Childcare Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018.

Please note the following before submitting an application.

- The space will be available for viewing by appointment and the applicant will confirm that the space is suitable for the delivery of the service before making an expression of interest, there is no negotiation around the space that is to be made available.
- The provider can use the school wi-fi, but not the school IT equipment.
- The provider will have access to the kitchenette in the hall but cannot prepare food in the ovens.
- We expect the service provider and ultimate term to cover at least 3 years, albeit in 11 month terms with a month break as outlined above. However, the Board of Management can at all times terminate in accordance with the Department of Education Guidelines or as otherwise set out in the licence agreement.
- The school website or email will not be used for any after-school service. Providers will use their own email for correspondence and may set up their own website if desired.
- If consent is granted it is on the basis that any agreement will not give occupancy rights to the user group.
- There is no parking onsite available due to a limited number of spaces shared and rotated by school staff already.
- Any damage to property will be additionally billed to the service provider.
- Providers will be using different classrooms on a rotating basis determined by the school.
- Classrooms and the hall will need to be returned to normal after use.

- Storage is at a premium and so the provider will need to minimise resources needed for provision of the service and will need to store them in a neat, transportable trolley.
- The providers need to operate in line with the school ethos but can operate under their own code of behaviour, a copy of which the school should be furnished with in advance.
- This service will be put through the same transparent process after 3 years e.g. in the year 2026/27 for September 2027.
- Agreement to monthly meetings with Board of Management and Principal on relationship and working in school environment with report to Board and Parent Body which will become bi-monthly after six months.

Our Vision and Ethos

Educate Together schools differ from other schools in that we have a unique ethos. The ethos describes the spirit and character of the school. It permeates all the activities of the school day and enables a strong sense of community and social cohesion within the school. Our goal is to ensure that the individuality of each child is respected and that individual differences are celebrated, acknowledging the right of each child to an environment in which they can grow and learn safely. The vision for our school is that we will 'live out' the core principles set out below and seek to create and maintain an ethos that encapsulates these principles.

The Equality-Based Principle

Grace Park ETNS is an Equality Based primary school that enables equal access to the school. Children of all social and cultural groups, and of all religions and non-religious backgrounds, are equally respected and welcomed.

The Co-Educational Principle

All children are encouraged to fulfil their potential in a school that is committed to equal opportunities for girls and boys.

The Child-Centred Principle

The school offers a child-centred curriculum in which the teacher guides and facilitates the child's learning through both formal and informal methods and encourages the child's active participation in his/her learning. Each child's individual needs are considered and he/she is encouraged to learn at an appropriate pace.

The Democratically run Principle.

The school is managed by the Board of Management under the guidance of the Educate Together National Office regarding matters of ethos. Grace Park ETNS has an active Parent Teacher Association and a dedicated staff upholding a cohesive set of values that encapsulate the school ethos. On an on-going basis, parents are encouraged to take an active part in their children's learning under the professional guidance of the teacher.

Application

Please supply your application as a word document. Please include the Specific Requirements Checklist (Appendix 1) with your application. Please ensure any supporting documentation is referenced correctly in the application.

The following aspects are non-exhaustive and the Board of Management may take into account other considerations and inputs relating to any provider including in respect of the ethos, education and impact on the school long-term. Nothing herein commits the Board of Management to awarding any licence or concluding any agreement with any party.

1. Approach to provision of quality-of-care

How the service will:

- Respect and uphold the rights of the child, ensuring their views and opinions are heard and considered in decision-making processes. Activities and space available should promote health, nutrition, physical activity, and rest.
- Create and maintain stimulating, safe, and nurturing environments that promote learning and development. This includes both indoor and outdoor spaces.
- Engage with parents and families as partners in their children's education and care. Maintain open communication and encourage their involvement in the afterschool program.
- Develop a flexible programme of optional experiences, relevant to the wide age range of school aged children the service proposes to care for, that responds to the interests and needs of the children. Ensure it is child-centred and promotes holistic development.
- Foster a sense of identity and belonging. This involves recognising and respecting each child's background, encouraging positive relationships, and promoting inclusivity.
- Encourage effective communication with and between children through language and listening activities. Provide a variety of mediums for expression, such as art, music, drama,
- Support children in exploring and making sense of the world around them. Offer a range of activities and open-ended materials that promote problem-solving, critical thinking, and creativity.
- Ensure staff are trained and engaged in continuous professional development
- Make provision for children with additional needs who may require 1-1 care

2. Approach to offering value, flexibility and facilitation of child care subsidy

How the service will

- Provide for cost of care options (daily, weekly, termly etc.) and is as competitive as possible to keep costs low for parents in our school
- Provide flexibility in terms of care options (weekly, daily etc.) and ability to collect and drop children to after school clubs
- Provide for the facilitation of child care subsidy and how this is communicated and managed for parents

3. Experience of working in a co-located setting and understanding of working in a school environment

- References from centre managers or school principals
- How your service aligns with or will respond to the ethos of Educate Together
- Brief elaboration of understanding of working in a school environment
- How school staff are engaged with and how your service works as part of a team environment
- Reference to the following insurances in reasonable levels and amounts of cover: Employers Liability and Public Liability. Any provider should indicate the levels of cover they have in place.

Other specific requirements checklist

Completion and submission of Appendix 1 checklist with application

Appendix 1

Please include this as a checklist confirming acceptance of specific requirements.

- Attendance at interview with a selection panel on a date set by the Board of Management
- Acceptance of space available of school hall /outside play areas from 2.10-3pm, for play time and up to two rotating classrooms from 3pm-6.30.
- Acceptance that two classrooms maximum will be made available during holidays (for a full day period from 8.30am - 6.30 pm) as hall is occupied for camps
- Security (Opening & Closing Premises) – Ability to open and close the school as required.
- Acceptance that no service can be offered or negotiated during school hours of 8.20 – 2.10 when children are in school.
- Payment of rent as set out in the expression of interest
- Cleaning/ Bins - The provider is responsible for cleaning in areas used and for disposing of rubbish in the bin area and leaving the area suitable for use through the school day.
- There is no cleaning service available after the service finishes at 6.30 pm but toilets in classrooms will be cleaned prior to use at 4 pm, and toilets in the hall will be cleaned during service. Service providers will be expected to clean toilets and spaces after service in each area.
- Provider has a policy and approach to Health & Safety/Fire Safety
- Provider has an approach and policies for Child Protection Training/Garda Vetting of all staff – evidence of Vetting authority.
- Provision of adequate insurances in reasonable levels and amounts of cover: Employers Liability and Public Liability
- Agreement to monthly meetings with Board of Management and Principal on relationship and working in school environment with report to Board and Parent Body which will become bi-monthly after six months.
- Ability to undertake to set service up within a timeframe no later than November 3rd 2024. Taking into consideration the three month requirement to register in advance the service with Tusla if applicable.
- Provider will uphold confidentiality and the good name of the school
- The provider can use the school wi-fi but not the school IT equipment.
- The provider will have access to the kitchenette in the hall, but cannot prepare food in the ovens.
- Provider has tax clearance status
- Provider will register with Tusla and abide by all relevant regulations
- The school website will not be used for any After-school service. Providers will use their own email for correspondence and may set up their own website if desired.
- If consent is granted it is on the basis that any agreement will not give occupancy rights to the user group.
- There is no parking onsite available due to a limited number of spaces shared and rotated by school staff already. Limited parking becomes available at 4pm after school staff have left.
- Any damage to property will be billed
- Providers will be using different classrooms on a rotating basis determined by the school
- Classrooms and the hall will need to be returned to normal after use.
- Storage is at a premium and so the provider will need to minimise resources needed for provision of the service and will need to store them in a neat, transportable trolley.
- The providers need to operate in line with the school ethos but can operate under their own code of behaviour, a copy of which the school should be furnished with in advance.
- The service provider will need to commit to provision of the service for 3 years minimum. However, the Board of Management can at all times terminate in accordance with the Department of Education Guidelines or as otherwise set out in the licence agreement.
- The provider understands that any agreement will end in August 2027 and will be put through the same transparent process after 3 years e.g. in the year 2026/27 for September 2027.