



Co-Location Policy

This policy has been formulated by Knocknacarra ETNS and Galway Steiner NS to provide clear procedures for both schools regarding their co-location.

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Introduction and Rationale:

Knocknacarra Educate Together NS and Galway Steiner NS have been co-located since August 2015. Previously the schools have been primarily at Brooklawn House in the Galway West Business Park. At the request of the Department of Education and Skills, both schools will be relocating to the site of the former Gaelscoil Mhic Amhlaigh building at An Cimín Mór at the start of the 2018-2019 school year.

For the benefit of the children and for the general management of the schools, we would like to have an agreement in place that ensures a clear and fair division of space to ensure that children in both schools have an identifiable place to call their own.

Aims and Objectives:

- To identify agreed procedures and practices to ensure a mutually respectful co-location.
- To ensure expectations for both schools are clearly established in advance of the arrangement and to provide guidance for the duration of the co-location.
- To support each school in developing its own identity by agreeing clearly defined areas.

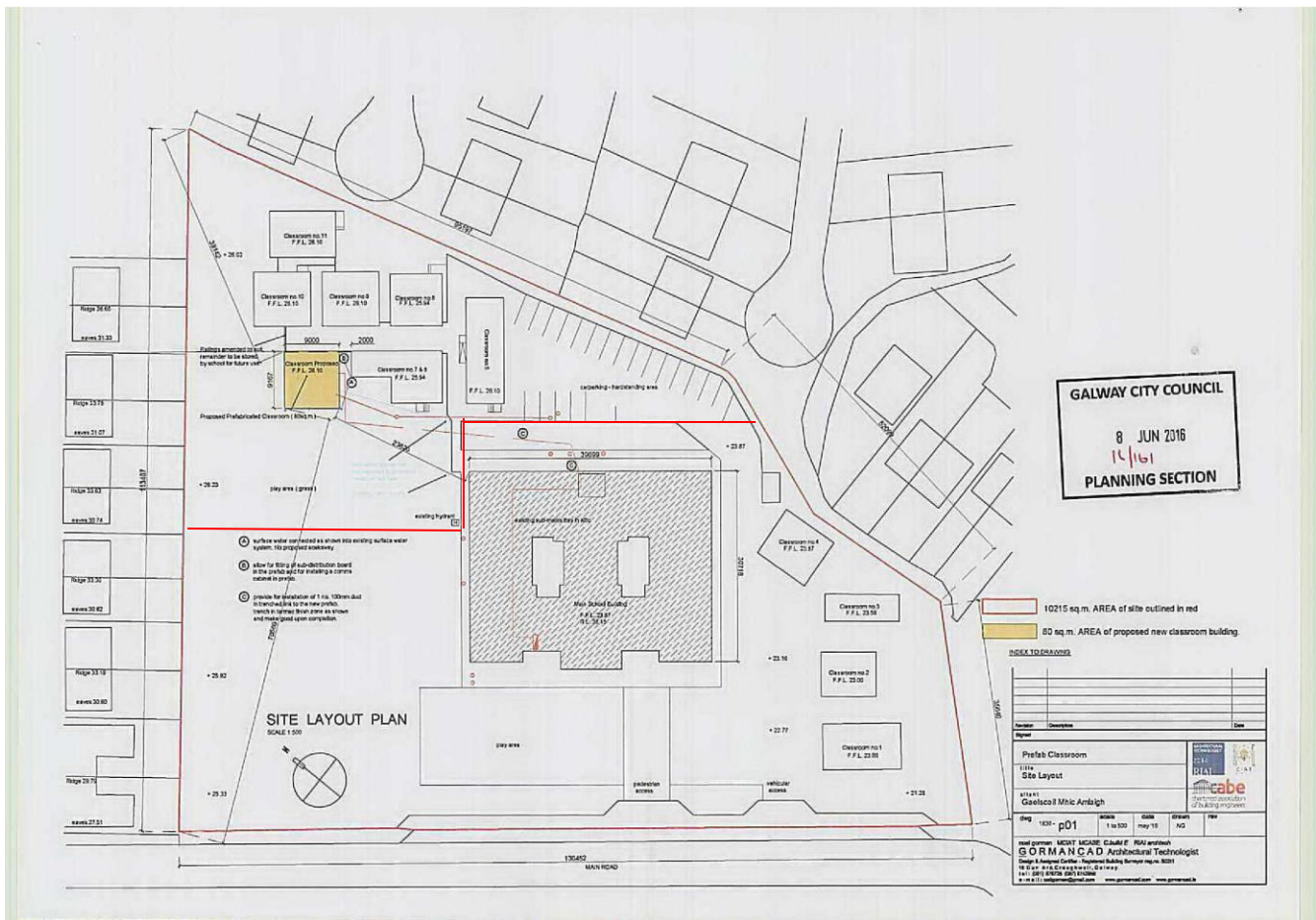
Procedures:

Defined Spaces for Each School

- Knocknacarra ETNS will be accommodated in the permanent building as well as any pre-fabs to the side of the permanent building that will remain on the site. Galway Steiner NS will be accommodated in the prefabs behind the permanent building. Assigned accommodation may not be used by the other school community without prior approval of the appropriate Board of Management.
- The Department has indicated a devolved grant will be given to a Joint Schools Committee to address signage, boundaries and other matters.
- A large directional sign for both schools with logos and names will be erected at the first entrance to the school. Signs for the schools will also be placed on their respective assigned accommodation. Another sign will be at the bottom of the hill to indicate the location of the Steiner School. The small directional signs will be located on the Cappagh Road, subject to planning permission, if required.
- The schools will build a waist-high wooden fence on the line indicated on the map. In the event that the Department will not fund the fence, the two schools will split the costs. The green areas within the fenced area and directly adjacent to the pre-fabs will be for the sole use of Galway Steiner NS.
- The green areas near the prefabs at the front of the school and adjacent to the current prefabs as well as the garden directly behind the permanent building will be solely used by Knocknacarra ETNS. All other landscaping, outside of the fenced in area near the Galway Steiner NS pre-fabs, will be the responsibility of Knocknacarra ETNS.
- The large pitch will be maintained by Knocknacarra ETNS. Knocknacarra ETNS will allow access to the Galway Steiner NS, with permission being granted prior to its use, for sports activities.

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- The tarmac area behind the main building will be used by the Galway Steiner School for a hard-surface yard and staff parking. As much as possible, Knocknacarra Educate Together NS staff will park adjacent to their accommodation. This parking provision may need to be adjusted as both schools grow.
- The tarmac playing area at the front and side of the permanent building will be used by Knocknacarra ETNS.
- No equipment belonging to either school will be used by the other without explicit permission.
- Opening hours and breaks will be staggered to prevent overcrowding of shared spaces.
- Each school's custodial insurance policy will cover activities for the appropriate schools.
- No changes to the outer boundary walls or shared infrastructure may be made without the agreement of both schools.



Traffic Management

- As recommended by the Department of Education and Skills as good practice for co-located schools, the start time for Knocknacarra Educate Together NS will be 8.50 and the start time for Galway Steiner NS will be 9.10. This means the infants from Knocknacarra Educate Together NS will finish at 13.30 and the other classes at 14.30. The infants from Galway Steiner NS will finish at 13.50 and the other classes at 14.50.
- All pedestrians will enter the school grounds through the pedestrian gate. Parents and children walking to GSNS using the path to the left of the KETNS accommodation only.

- No parent may drive into the school grounds between 8.00 and 18.00. Deliveries may only be made when children are not present in the tarmac play areas. The gates will be closed from the beginning of the Galway Steiner NS teaching day by the Steiner School and opened at the end of the Knocknacarra ETNS teaching day by KETNS staff. Staff members of either school, except in emergencies, will not move cars when children are present.
- The school communities will work with the neighbours living in the local housing estates to ensure that no driveways are ever blocked and that the roads are always safe and free to encourage traffic flow. Parents in both schools are encouraged to walk and cycle or use the large car park at Cappagh Park.

Garda Vetting and Child Protection

- Both schools will follow all requirements regarding Garda vetting. Documentation may be requested by either school to ensure these requirements are being followed.
- Staff will ensure a safe, child-centred environment is maintained.

Utilities

- Electricity: It is in the interest of both school communities that separate electricity metering is available. Therefore, this request will be made by both schools to the Department. In the event that this will not be completed by the Department, the schools will cost this change and share equally any associated costs. In the event separate metering is not available, an analysis will be made to determine the percentage of electricity consumed by each school, noting that the permanent building is heated with gas and the pre-fabs are heated using electricity.
- Refuse: Each school will use its own bins for removal of waste, unless it is determined to share for due to a cost benefit for both schools.
- Internet: Each school will liaise with NCTE to arrange their own internet access.
- Phone: Each school will have a separate phone number. If this is not possible, a mobile phone will be used. Staff members will only use the other school's phone in an emergency.

Review Process

Any agreement reached between the schools may be revisited upon request by one of the schools at any time. This policy will be reviewed annually by both schools.

Ratification and Communication:

This policy was ratified by both Boards.

Pauline O'Reilly, chairperson, Galway Steiner NS

Louise Shields, chairperson, Knocknacarra ETNS