

Castlebar Educate Together National School

Child-centred, Equality-based, Co-educational, Democratically Run



CASTLEBAR EDUCATE TOGETHER
NATIONAL SCHOOL

Request for Tenders for After School and Before School Childcare Services

Date of tender issue: 1st December 2023

Introduction

Castlebar ETNS invites responses to a *Request for Tender* for the supply of after school and before school childcare services to parents/guardians of our children.

Instruction to Tenderers

Closing Date for Submission of Tenders

Closing date for receipt of completed tenders is 5.30pm on Friday 12th January 2024 by soft copy to principal@castlebaretns.ie

Conflict of Interest

Any registrable interest involving the Tenderer and their staff, and Castlebar ETNS, its Board of Management and Patron or relatives must be fully disclosed in response to this Request for Tender (RFT) or should be communicated to Castlebar ETNS immediately upon such information becoming known to the Tenderer. In any case the information must be made known before the award of the contract. The terms "registrable 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 a tenderer or invalidate an award of contract, depending on when the conflict comes to light. Any other conflicts of interest must be fully disclosed to Castlebar ETNS.

Confidentiality

All documentation disclosed or furnished by the school to the Tenderers during the course of this competition is:

- (a) furnished for the sole purposes of replying to this RFT only;
- (b) may not be used, communicated, reproduced or published;
- (c) shall be treated as confidential by the Tenderer and by any third parties engaged or consulted by the Tenderer;
- (d) must be returned immediately to Castlebar ETNS upon cancellation or completion of this Competition, if so requested by Castlebar ETNS

Environmental, Social & Labour Law.

The successful Tenderer 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).

Term of the Agreement

The agreement will commence at the end of August 2024 and end at the end of July 2025. Nothing should be inferred from the agreement that a right to an extension/renewal is to be automatically assumed.

Pricing

The Tender should include the proposed contribution to Castlebar ETNS

Tax Clearance

Prior to the award of any contract, the successful Tenderer will have to provide its Tax Clearance Access Number and Tax Reference Number to facilitate verification of their tax status.

Insurance

The successful Tenderer shall be required to hold for the term of the contract the following insurance:

- Employers Liability

- Public Liability

The successful Tenderer shall be required to provide a Letter of Indemnity to the Board of Management of Castlebar ETNS indicating cover of €6,500,000 any one claim or series of claims arising from one occurrence including costs and expenses.

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 in order to comply with The ChildCare Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018. All tenders can be submitted as a word document with various sections or headings as tenderers deem fit to meet or address their response to the selection criteria.

Castlebar ETNS is a co-educational and equality-based school based on the Newport Road, Castlebar, Co. Mayo. In September 2024, we will have a projected enrolment of 150 children. In Castlebar 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.

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. The aim of the Positive Behaviour Code 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

- Castlebar 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 patronage of Educate Together. Castlebar ETNS has an active Parents' Association called our "Home/school Association" and a dedicated staff upholding a cohesive set of values that encapsulate the school ethos. On an ongoing basis, parents are encouraged to take an active part in their children's learning under the

professional guidance of the teacher.

Children are the centre of our school. It's important that all members of the school community are fully knowledgeable regarding our unique ethos which we are very proud of.

Selection Criteria

All proposals will be assessed by Castlebar ETNS under the following criteria: To follow the child centred ethos of the school and evidence of this in application

- A. Experience providing this service in a school setting
- B. Show an understanding of playful learning pedagogy and how it is implemented
- C. Inclusion of Special Educational Needs
- D. Show how behaviour and other needs are supported in the service and how parents are communicated and supported in this
- E. Illustrate how complaints and other issues between the service, school and parents/guardians are dealt with
- F. Illustrate how a mixture of indoor and outdoor play and relaxation is achieved
- G. Illustrate the cost to parents being as competitive as possible (sample pricing for various care options included for review)
- H. Illustrate a flexibility for engaging in the service by parents/guardians which should be indicated in pricing structure – per hour etc.
- I. Provision of references from current service users and schools (to include phone numbers of referees)
- J. Sample daily timetable for the provision of services
- K. Ability for parents to book on a part time basis and what are the options for same
- L. Ability for parents to book at short notice (while maintaining regulation ratios)
- M. How children attending schools-based after school clubs are supported
- N. Clear expectations of what school provides and what service provides in terms of furniture and white goods needed, and consistency with the environment currently available to the school
- O. Security (Opening & Closing Premises) – Ability to open and close the school every day and make sure the premises are secure.
- P. Ability to offer, homework club, holiday clubs and services during holiday periods
- Q. Provide hot food to children for the after school portion of service
- R. Rent amount provided to school or structure of how rent is calculated by service

The successful tenderer will enter into a written agreement with Castlebar ETNS setting out the terms on which it will provide its services to the school.

Appendix 1 – Requirements & Specifications

- Must be ready to start on 28th August 2024 or a date sooner upon agreement
- Flexibility in arrangements for use of premises in the building
- Share costs of additional requirements (cooker, dishwasher, furniture, freezer)
- Indicate a wear and tear fee for using school equipment
- Indicate how damage or loss of school property will be dealt with
- Tenderers should assume that it will only be open to children attending Castlebar ETNS, although this will be open to review once the service has been operating.
- The contract will be awarded for 11 months (subject to 6 month probationary period). The contract will be reviewed at the end of the 11 months. The School reserves the right not to renew the contract.
- Possible Operating Hours:
 - Before school club – 8.00am – 8.50am
 - After school club - 1.30 pm – 6.00pm
 - Monday to Friday
- No operation on school closures or unexpected school closures with timetable shared for school year in advance
- How half-days in school are dealt with
- 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. Flexibility in time for set up for after-schools at 1.30 pm
- Health & Safety/Fire Safety.
- Child Protection Training/Garda Vetting of all staff – evidence of Vetting authority

Prospective tenderers are welcome to email the School Principal, Sarah Calvey, at principal@castlebaretns.ie with any questions or clarifications. As we will have new classrooms at the old Hat Factory site for September 2024 it will not be possible to view the actual space available as construction/redevelopment is underway.