

## **Policy on the taking of Course Days**

### **Introduction**

Where a teacher has, during the summer holidays, attended a course approved by DES, personal leave may be taken subject to Board of Management approval up to a maximum of five days for the completion of three courses.

### **Rationale**

- The need for the school to devise a policy on course days is primarily to assist in the smooth operation of the school
- To minimise disruption to classes
- To provide encouragement to teachers to undertake professional development courses which enhance their teaching and promotes a standard of excellence throughout the school.

### **Aims and Objectives**

- To ensure that all staff members are clear on their entitlements to days 'in lieu' of courses (EVP days)
- To assist the Principal in ensuring that disruption to the pupils is kept to a minimum
- To ensure that no teacher has too many children from other classes in the room

### **Procedures**

- Requests for EPV days are made in the first instance to the Principal and noted on a Google Calendar diary which will all teachers have access to.
- Except in exceptional circumstances, prior notice of at least a week in advance should be given
- Only in exceptional circumstances can more than one mainstream class teacher's request for an EPV day be approved.
- Teachers will endeavour to avoid, as far as possible, taking their EPV days during the last month of the school year, or during the week leading up to Christmas and Easter or on days when other classes are on school tours, or attending events which would make the division of children between classes very awkward. Teachers are asked to spread their EPV days over the year in so far as is possible.
- Teachers will have work prepared/photocopied and this should be readily available to the Principal/SET team member who will split the class. It is up to each teacher to ensure that the work in this folder has not already been completed by her class and that it is of a standard appropriate to the ability of the children.
- With the agreement of the staff, EPV days for teachers in the East Wing will be covered, in rotation, by members of the SET team.
- Junior Infants will only be split after the Halloween break. Prior to this, the SET team will cover EPV days.

**Ratification and Communication**

This policy will be in operation in the school year 2012/13 having been ratified by Staff and BOM. Every teacher will be provided with a copy of this policy for their files.

**Review**

The policy will be reviewed in the light of unplanned events regularly.

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**Signed:** \_\_\_\_\_

**Chairperson**