

**Policy on EPV days
(Course Days)**

**St. Joseph's NS,
Kilcock**

2021

Introduction

St. Joseph's NS strives to provide a child-friendly, secure environment catering for the needs of all students as far as is practicable and where respect is fostered in a culture which values diversity and difference. We are also aware of the importance of professional development to effective teaching and learning.

Where a teacher has, during the summer break, attended a course approved by DES, personal leave may be taken on presentation of the necessary **Certificate** and subject to Board of Management approval. In general, leave will be sanctioned on the usual basis of 3 days for attendance at a 5 day course or as approved by DES. Further information in relation to number of days permitted can be found on page 172 of CPSMA Handbook.

Rationale

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

Aims and Objectives of a policy

- To encourage continued learning for teachers which leads to the on-going enrichment and motivation of teachers. This, in turn, provides multiplied beneficial effect to the school's "end learners", i.e. the children.
- To ensure that all staff members are clear on their entitlements to days 'in lieu' of courses (EVP days)
- To assist the Senior Management Team 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 their classroom.

Procedures

- According to Rule 58, EPV days are **subject to the prior approval of the "Manager"** i.e. Board of Management. The BOM of St. Joseph's NS empowered the School Principal, in conjunction with her Deputy, to sanction EPV days. The BOM will have the final decision in all cases.
- Staff are encouraged to take **1 day per term**, as far as possible.

- In the year 2021/2022 teachers may take up to 3 days as indicated last June to all staff. Should there be exceptional situations, teachers may apply for additional days by writing to the Board of Management. Their decision is final.
- **Written requests** for an EVP day are made in the first instance to the Principal, (*email or text*). This request will subsequently be discussed with the Deputy Principal. If granted, the day is noted on the School Calendar which will be displayed in the Principal's Office and on the Staff Room calendar.
- Where possible, prior **notice** at least a week in advance should be given.
- Substitute cover may be available for the first day only, should one be available.
- In COVID 19 times we do not split classes. Each team of three teachers (*as per your Yard Duty team*) will cover for each other in case of EPV absences. Only one member of each team can be absent on a particular day. However, if a substitute teacher can be found, then an additional member may apply for an EPV on the same day.
- Teachers should **avoid** taking their EVP days in
 - September and June
 - the week leading up to Christmas and Easter
 - Staff meeting and/or Planning days
 - days when other classes are away on school tours, Sports Day or attending events.

However, a written application to the Board can be sought in the event of extraordinary circumstances.

Ratification and Communication

This policy will be in operation in the school year 2021/2022 having been ratified by Staff and BOM. Every teacher will be provided with a copy of this policy or it can be found on our website.

Review: The policy will be reviewed regularly but within 2 years.

Signed on Behalf of the Board of Management:

Chairman: _____ ***Date:*** _____