

St. Philomena's N.S.



EPV/ Course Days Policy

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St. Philomena's N.S. 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. Per DES guidelines set out in Circulars 37/97 and 35/2009, leave will be sanctioned on the basis of 3 days for attendance at a 5-day course or as approved by DES.

Rationale

- To encourage teachers to undertake professional development courses which enhance their teaching and promote a standard of excellence throughout the school
- To assist in the smooth operation of the school
- To minimize disruption to classes
- To ensure that all staff members are clear on their entitlements to days 'in lieu' of courses (EPV days)
- 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 Board of Management. The BOM of *St. Philomena's N.S.* has empowered the School Principal, in conjunction with her Deputy, to sanction EPV days. However, if referred to the BOM, the BOM will have the final decision.
- Staff is encouraged to take 1 day per term as far as possible.
- In order to book an EPV day: check EPV calendar in staffroom in the first instance. If there is no other teacher availing of the day you are seeking, send an email to Geraldine through info@stphilomenasns.com requesting the day
- Where possible, prior notice of at least a week in advance should be given.
- To ensure the smooth running of the school, as a general rule, only *one class* should be split on any particular day. The days will be sanctioned on a 'first come, first served' basis.
- Teachers should avoid, as far as possible, taking their EPV days on
 - Staff meeting and/or Planning days
 - Days when other classes are away on school tours, Sports Day or attending events.

In preparation for leave, teachers should:

- Have a Class Division List + work prepared/photocopied in their EPV folder.
- Leave both the Class Division List and Classwork on their desk, accessible for the teacher assigned to the organizing of pupils in the morning.
- Leave a Class Division List to the secretary's office

Children should NOT return to their own classroom during the day unless accompanied by an adult.

Ratification and Communication

This policy will be in operation in the school year 2023/24 having been ratified by Staff and BoM. Every teacher will be provided with a copy of this policy for their files.

Date of next policy review: ~~November 24~~

January 26

Signed on Behalf of the Board of Management:

Chairperson. *Marie White*

Date: *26/1/24*

