



Ballinahinch National School

Scoil Náisiúnta Baile na hÍnse

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Policy on EPV / Course Days.

Introductory Statement

Scoil Náisiúnta Baile na hÍnse 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 Circular 35/2009, leave will be sanctioned on the 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 the CPSMA Board of Management Handbook.

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 (EVP 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 "Manager" i.e. Board of Management. The BOM of Scoil Náisiúnta Baile na hÍnse has empowered the School Principal to sanction EPV days. However, if referred to the BOM, the BOM will have the final decision.
- Staff are encouraged to take 1 day per term as far as possible.
- Verbal requests for EVP days are made in the first instance to the Principal.
- If granted, the day is noted on the School Calendar which will be displayed in the Secretary's Office.

- Where possible, prior notice of at least a week in advance should be given.
- Across the school, a maximum of 2 EPV days will be sanctioned in any full school week.
- 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.
- In the event of two or more applications for the same day, the Principal will consult with the teachers concerned. Where it is unavoidable that both teachers need/wish to absent themselves on the same day, this will require that a member of the SET team (on a rotational basis) will take one of the classes for the entire day and the other class is divided.
- Teachers should avoid, as far as possible, taking their EVP days on
 - the first 2 weeks of September and/or the last 2 weeks of the school year
 - 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.
- Teachers will have work prepared/photocopied for three days minimum and this should be readily available to the Principal
- Where the Principal is attending courses or on an EVP day no class teacher may take their EVP days as it is very awkward for the teaching Deputy Principal to take charge of his own class and divide up the missing teacher's class as well.

In preparation for leave, teachers should:

- Divide the children taking the following into consideration
 - gender balance
 - availability of space in the various rooms (some rooms may have less space for extras than others.
 - ensure that any disruptive pupils are divided among a number of teachers.
- Prepare work and photocopy (*if necessary*) for the day. This work should be given to each child, their 'adopted' teacher and the Principal. Infant teachers should ensure that each group has crayons/pencils etc. In the case of a member of the SET team being absent, appropriate work should be left for each of their groups.
- Inform the children of the change in routine so that they arrive in school prepared.
- Children should NOT return to their own classroom during the day.
- The "dividing" teacher should ensure that pupils go to the correct classroom

Ratification and Communication

This policy will be in operation in the school year 2018-2019, having been ratified by Staff and BOM.