

Scoil an Spioraid Naoimh (S.S.N.)

Tara Road, Bettystown, Co. Meath A92XK64

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Scoil an Spioraid Naoimh Senior Primary School

EPV / Course Days Policy 2022



Introduction to EPV days:

Scoil an Spioraid Naoimh 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. These are no substitutable days.

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

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 an Spioraid Naoimh* has empowered the School Principal to sanction EPV days. However, if referred to the BOM, the BOM will have the final decision.
- Verbal requests for EVP days can be made in the first instance to the Principal. However all requests must be submitted in an email to principal@ssnlaytown.ie .
- This policy must reflect external factors as they arise for example, Department guidelines.
- If granted, the day is noted on the School Calendar which will be displayed in the Staffroom.
- Where possible, prior notice of at least a week in advance should be given.
- The days will be sanctioned on a priority basis for Staff, for example a special occasion, graduation, wedding etc
- 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.
- The recommendation is that 1 Teacher and 1 SET in a year group can be on a course day in any one given day.
- 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
 - Staff meeting and/or Planning days
 - Days when other classes are away on school tours, Sports Day or attending events.
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- Teachers will have work prepared/photocopied for three days minimum and this should be readily available in their classroom and team aware of the location of this work. All passwords and details necessary should be kept in the teacher's planner in the classroom.

In preparation for leave, teachers should:

- Prepare work and photocopy (*if necessary*) for the day. This work should be left readily available to each child in advance.
- The Team need to be aware of the leave and be available to assist with splitting the class.
- SET and the SNA Team also need to be aware of the leave in the year group to facilitate and assist with the split.

Ratification and Communication

This policy will be in operation in the school year 2022/2023, having been ratified by Staff and BOM 19/10/2022. Every teacher will have access to this policy on the shared Google drive.

Date of next policy review: September 2023

Signed on Behalf of the Board of Management:

Chairman: *Noel Quinn*

Date: 19/10/'22