



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

### **Introduction**

Convent Primary School 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 school year, attended a course approved by DES, personal leave may be taken subject to Board of Management approval, on the basis of three days for attendance at a five day course, four days if two courses have been completed and five days if three courses have been completed.

### **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 EVP days are made in the first instance to the Principal

- Except in exceptional circumstances, prior notice - at least a week in advance should be given
- In the event of two or more applications for the same day, the Principal shall consult with each teacher as soon as is feasible, and a decision is made based in the first instance on date of request by the teachers
- Teachers will endeavour to avoid, as far as possible, taking their EVP 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 may take 1-3 EPV days together. More than this will only be considered in exceptional circumstances.
- If an exceptional situation arises where two class teachers need to absent themselves on the same days for their EVP days, it shall be the responsibility of the Principal to arrange for the effective supervision of the pupils

**In preparation for leave, teachers should:**

- Divide the children as specifically indicated on a Class Division Sheet.
- Prepare work and photocopy (if necessary) for the day.
- Children should line up in the morning in their normal line and a member of the SET team/Principal will bring the children to their room where they will be divided.
- Children should NOT return to their own classroom during the day.
- Where possible, in Infant classes, a member of the SET will take the EPV class. Work to be completed during EPV day must be outlined and prepared (photocopied where necessary) for SET teacher.

**Ratification and Communication**

This policy will be in operation in the school going forward having been discussed with teachers and ratified by BOM. Every teacher will be provided with a copy of this policy for their files.

**Review**

The policy will be reviewed in May 2021

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

**Chairperson**