

EPV Policy

Introduction:

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 and four days if two courses have been completed (one at least requiring, physical attendance, ie. not on-line).

This policy was drafted by staff on the 7th December 2009 and was implemented. Due to Covid restrictions teachers may have several EPV days to “carry over” to the next school year. The content of this policy is based on the presumption that substitute cover will not be provided and that classes will be divided on a day that a teacher is on EPV leave. Should DE decide that substitute cover will be provided splitting of class will not be necessary. This policy is available to view on our school website <https://www.cloonacoolns.ie/>

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 (EPV 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.

Relationship to School Ethos

Our school is a primary school of Roman Catholic denomination. St. Michael's N.S aspires to provide a safe, caring environment which enables and encourages children to develop educationally and grow emotionally. This work can be best achieved when there is a high level of co-operation between staff, parents and pupils.

Procedures:

- Requests for EPV days are made in the first instance preferably via email to the Principal and noted on the school calendar that will be displayed in the staff room.
- Except in exceptional circumstances, prior notice at least 2 weeks 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 EPV 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.
- If an exceptional situation arises where two class teachers need to absent themselves on the same days for their EPV days, it shall be the responsibility of the Principal to arrange for the effective supervision of the pupils.
- Teachers should have work prepared/photocopied for three days minimum and this should be readily available to the Principal. Extra work will also be available in a folder in the teacher's classroom. It is up

to each teacher to ensure that the work in this folder has not already been completed by the class and that it is of a standard appropriate to the ability of the children.

- An email should be sent by class teacher informing parents of the dates when teachers will be taking EPV days. Please also CC this email to Principal.

Ratification and Communication:

This policy will be in operation in the school year 2009/2010 and was ratified by BOM in January 2010. This policy was reviewed 2022.

Date next review: 2024

St. Michael's NS.,
Cloonacool,
Tubbercurry,
Co. Sligo.

Tel: (071) 9185709

email:stmichaelsns9@gmail.com

Date:

Dear Parents / Guardians,

_____ will be taking an EPV day/
days on _____. These days are sanctioned by the Department
of Education due to this teacher having attended a course during the summer.
No substitute cover is provided for this and therefore the children will be
divided among the remaining teachers.

As I'm sure you can understand, particularly for younger children, a day of
working independently is very difficult. Should you choose to keep your child
at home on this day their educational progress will not be affected.

Thanking you,
Yours sincerely,

Ms. D. Kelly.

Principal.