



## Course Days Policy

In Canal Way Educate Together we are 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 following basis

1 x 5 day course = 3 EPV days  
2 x 5 day courses = 4 EPV days  
3 x 5 day courses = 5 EPV days.

## Rationale

- To encourage staff 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)
- Fair and safe distribution of children when classes need to be split classes being split.

## Procedures

- According to Rule 58, EPV days are subject to the prior approval of the "Manager" i.e. Board of Management. The BOM of Canal Way Educate Together has empowered the School Principal to sanction up to two consecutive EPV days. However, if referred to the BOM, the BOM will have the final decision.
- Email requests are made in the first instance to the Principal. If granted, the day is noted on the Canalway G-Suite Calendar by the principal. EPV day requests outside of this policy are to be emailed to the Board and copied to the principal.

- 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 staff member at a time may take an EPV. The days will be sanctioned on a 'first come, first served' basis. Requests for days can be submitted from the first Day staff return to school for the new academic year.
- A maximum of two EPV days in succession can be taken by a staff member requests exceeding this number will be referred to the Board of Management for decision. Only in exceptional circumstances will such requests be granted
- In the event of two or more applications for the same day, the Principal will consult with the staff concerned and if a resolution can not be reached, refer the matter to the Chairperson of the Board.
- Staff should avoid taking their EPV days on
  - the first 2 weeks of September
  - the week leading up to Winter, Spring and Summer holidays
  - Whole school events eg student conferencing, sports day etc.
  - Staff meeting and/or Planning days
  - Days when other classes are away on school tours or attending events.
  - Tuesday to Friday of Assessment Week.

The above periods are punctuated with tours, events and deadlines and the schools responsibilities can be hindered by having staff absent.

- Where the Principal is attending courses or on an EVP day, ideally the Deputy / Assistant Principal 1 should avoid taking EPV days.

## In preparation for leave, staff should:

- Prepare work for the day. This work should be left within the desk for distribution by the SET team in the morning. In the case of a member of the SET team being absent, appropriate work should be left for each of their groups.
- Children should NOT return to their own classroom during the day.
- Furniture: Furniture to be arranged for the children in each classroom by the teacher taking the course day, and not by the children themselves.
- Children to be taken in by their support teacher in the morning, and allocated to their classes. Support teacher to take role.
- First to sixth will remain with their allocated classes, while junior infants and senior infants will be collected by a member of the SET team or Principal and dismissed.
- Junior Infants will not be split in the first term, and the support team will care for the class as above.

# Ratification and Communication

This policy will be in operation in the school year 2023/2024, having been ratified by Staff and BoM. Every teacher will be provided with a copy of this policy for their files.

Signed on Behalf of the Board of Management:

Chairperson: Treasa Ní Mhurchú

Principal: Dermot Stanley

Date: September 2023