



Scoil Náisiúnta
Baile Átha Cliath 7
Ag Foghlaim le Chéile

Dublin 7 Educate Together
National School

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EPV Course Days Policy



Course Days Policy

Dublin 7 Educate Together 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. As per DES guidelines leave will be sanctioned on the basis of 3 days for attendance at a 5-day course or as approved by DES..

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 Dublin 7 Educate Together has empowered the School Principal, in conjunction with her Deputy, 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 in the diary 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 school day – 1 senior teacher and 1 junior teacher.
- To ensure the smooth running of the school, as a general rule, only *one class* should be split upstairs and one split downstairs on any particular day. The days will be sanctioned on a 'first come, first served' basis. Intended course days should be written in the Course day diary in secretary's office.
- In the event of two or more applications for the same day, the Principal & Deputy Principal will consult with the teachers concerned.
- Junior Infants classroom will not be split up. A member of the SET team will be requested to teach the class.

In preparation for leave, teachers should:

- Reminder that all teachers taking Course days to arrange swap if they are on Yard duty
- Divide the children as specifically indicated on the Class Division Sheet

- *Junior Infants classroom will not be split up A member of the SET team will be requested to teach the class.*
- Senior Infants -The class and Support teacher can decide when they think the class are ready to be split.
- 1st - 3rd are split amongst each other.
- 4th - 6th are split amongst each other.
- Prepare work and photocopy (*if necessary*) for the day. This work should be written on the board prior to leaving school before intended course day.
- SET teacher will be in the classroom during reception time – 8.30-8.40. SET teacher will supervise children as they collect prepared photocopies and books necessary to complete work.
- SET teacher will supervise children as they go to their 'adopted' classroom.
- Children go to their normal yard at break time. They line up with their own class as normal. Teacher on yard duty does not allow this class to go inside until all other classes have left the yard. This ensures that all classes are already in before the 'split' class returns to their rooms.
- 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.
- To ease the burden of furniture movement it would be advisable for each teacher to have one additional table that could be used for visiting children. Should additional furniture be required it should be moved the afternoon prior to your intended absence. 'Foldable' chairs from the trolley would be suitable which can be distributed/collected by the absent teacher or the Caretaker, if requested, on the evening prior to your intended absence.

Ratification and Communication

This policy will be in operation in the school year 2019/2020, having been ratified by Staff and BoM.

Date of next policy review: Feb 2022

Signed on Behalf of the Board of Management:

Chairperson



Principal



Date: February 2020