

EPV Course Day Policy

Introduction

Leixlip Educate Together National School encourages continuous professional development for all staff. On completion of a Department of Education approved Summer course, teachers should provide the school office with their certificate of completion. The teacher may then, subject to Board of Management approval, be eligible to take extra personal vacation leave, as per the schedule below.

1. COURSE OR COURSES AMOUNTING TO 15 DAYS OR MORE	
ATTENDANCE	EPV awarded
Full	5
9 – 14 days	4
No EPV will be awarded for less than 9 days attendance	
2. COURSE OR COURSES AMOUNTING TO 9 - 14 DAYS	
ATTENDANCE	EPV awarded
Full	4
6 – 8 days	3
No EPV will be awarded for less than 5 days attendance	
3. COURSES OR COURSES AMOUNTING TO 5 – 8 DAYS	
ATTENDANCE	EPV awarded
Full	3
4 days	2
No EPV will be awarded for less than 4 days attendance	

It should be noted that no EPV entitlement arises where attendance at any specific course amounts to 3 days or less, and, in particular, that 5 DAYS EPV IS THE MAXIMUM WHICH MAY BE AWARDED IN ANY SCHOOL YEAR.

Rationale

- To provide encouragement to teachers to undertake professional development courses which enhances their teaching and promotes a standard of excellence throughout the school
- The need for the school to devise a policy on course days is primarily to assist in the smooth operation of the school
- To ensure a transparent and fair approach to the approval of EPV days
- To minimize disruption to classes during in the absence of their teachers

Aims and Objectives of the policy

- To encourage continued professional learning
- To ensure that all staff members are clear on the school procedure in relation to EPV days
- To assist the In-school Management Team in ensuring that disruption to pupils' learning is kept to a minimum when pupils are allocated to classes other than their own.
- To ensure that the needs of all pupils are considered and supported when allocated to other 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 Leixlip Educate Together National School has delegated this responsibility to the School Principal, in conjunction with the Deputy Principal, to sanction EPV days. If, in exceptional circumstances, a request or appeal is referred to the BOM, the BOM will have the final decision.
- Staff are encouraged to take one day per term as far as possible. More than one day per term may be permitted in exceptional circumstances and with the approval of the Board of Management. In general, a maximum of two EPV days will be sanctioned in any full (5 day) school week and one EPV day in a three-day week or less.
- Verbal requests and followed by a completed EPV request form on Aladdin are made in the first instance to the Principal. This request will subsequently be discussed with the Deputy Principal. If approved, the day is noted on Aladdin and teachers should record their leave date on the Staffroom Calendar.
- Where possible, prior notice of at least a week in advance should be given.
- To ensure the smooth running of the school, only one class teacher should be on unsubstitutable leave on any particular day. EPV and other unsubstitutable personal leave days will be sanctioned on a 'first come, first served' basis. The date and time for a leave request is as is logged on the Aladdin request.
- In the event of two or more applications for the same day, the Principal and Deputy Principal will consult with the teachers concerned. In exceptional circumstances, where for urgent reasons, both teachers need to be absent on the same day, it may require that a member of the SET team (on a rotational basis) will take one of the classes for the entire day and the other class is divided. This should only happen with the prior approval of the Board of Management. If an EPV day coincides with another unsubstitutable absence, the class of the teacher on EPV absence will be divided and the SET/EAL teacher will take the other class (on a rotational basis), except where an infants teacher is unexpectedly absent, in which case the EAL/SET will teach the Infant class.
- The SET/EAL teacher will cover for the Junior Infant class teacher's unsubstitutable leave during Term One and

Term Two

- Teachers should avoid, as far as possible, taking their EPV days on
 - The first two weeks of September and / or the last 2 weeks of the school year
 - The week leading up to the winter and spring holidays
 - The day immediately before or after holiday or mid term breaks
 - Days when staff meeting and/or Planning days are scheduled
 - Days when other classes are away on school tours, Sports Day or attending events or when whole school events take place

In preparation for leave, teachers should:

- Update their Absence Folder
- Have an updated Class Division List in their Absence Folder. A copy of this list should also be kept in the classroom 'Important Information' document holder and in the school office.
- Prepare work and photocopy (if necessary) for the day. Work should be differentiated where appropriate. This work should be divided according to the class division and given to the relevant teacher. The Junior and Senior Infant teachers should ensure that they leave a plan/schedule for the day and that resources / crayons/ pencils etc are left prepared for each group.
- Assembly Routine: Children should line up in the morning in their normal line and an ISM member will bring the children to their own classroom where they will be divided with the assistance of an ANA.
- Dismissal Routine: Children from 1st-3rd will go out with the class to which they have been allocated. The SET/EAL covering the Junior Infant Class will be responsible for their safe dismissal from school. A member of school management will bring the split Senior Infants class back together in their own classroom and ensure their safe dismissal from school.
- Furniture It is advisable that each teacher has one-two additional tables to be used for visiting children. If more furniture is required, it should be moved the afternoon prior to the absence.

Review

Date of next policy review: September 2023

Ratification and Communication

This policy was ratified by the Board of Management on 23rd November 2022. Every teacher will be emailed a copy of this policy and it will be uploaded to the school website.

Signed _____ (Principal)

Date: _____

Signed _____ (Chairperson, BOM)

Date: _____