

SCOIL SAN EOIN EPV DAYS POLICY



Scoil San Eoin strives to provide a child-friendly, secure environment catering for the needs of all students as far as is practicable. 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 Rule 58. Per DES guidelines set out in Circular 37/97, Circular 35/2009, and the CPSMA BOM Handbook, leave will be sanctioned on the basis of 3 EPV days for attendance at a 5-day course, 4 EPV days for 2 x 5-day course and 5 EPV days for 3 x 5-day course, or as approved by DES. Substitute cover is not provided by the DES for EPV days.

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)

Procedures

- According to Rule 58, EPV days are subject to the prior approval of the "Manager" i.e. Board of Management. The BOM of *Scoil San Eoin* has devolved responsibility to the School Principal, 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 on the School Calendar which will be displayed in the Office and on the Staff Room calendar.
- Where possible, prior notice of at least 2 weeks in advance should be given.
- Across the school, a maximum of 2 EPV days will be sanctioned in any full school week and 1 EPV day in a 3-day week or less
- As we are a small school, only one teacher should take an EPV Day on any given day. The days will be sanctioned on a 'first come, first serve' basis.
- The BOM will employ a substitute teacher privately to cover EPV days subject to availability and funding. However, due to the financial cost of the substitute cover for EPV days to the Board of Management, the SEN teacher will take the classes of the absent teacher for the day, where possible. They, and the substitute teacher will follow a programme of work left by the class teacher.
- Teachers should avoid, as far as possible, taking their EVP days on
 - a day when the SEN teacher is not in the school
 - the first 2 weeks of September and/or the last 2 weeks of the school year
 - the week leading up to Christmas and Easter
 - Staff meeting and/or Planning days
 - days when other classes are away on school tours, Sports Day or attending events.

These may be waived in the case of 'exceptional circumstances at the discretion of the Principal.

- Teachers will have work prepared/photocopied for three days minimum and this should be readily available in the office.
- Since July 2009, all staff members who have undertaken courses must furnish the principal with their course certificates for school records at the beginning of the school year. These will be retained on file in the office.

- Where the Principal is attending courses or on an EVP day no class teacher may take their EVP days
- As the SEN teacher is shared between Scoil San Eoin and SNP Avoca, it is fair that the teacher take 1 of her EPV days from her timetable in Scoil San Eoin and 2 of her days from her timetable in SNP Avoca, as the time is divided in the ratio of 2: 3 days per week.

In preparation for leave, teachers should:

- Prepare work and photocopy (*if necessary*) for the day. This work should be left in a folder on the teacher's desk and to the pupils (where applicable) In the case of a member of the SEN team being absent, appropriate work should be left for each of their groups.
- Ensure that the 'substitute' or another member of staff is aware that they must cover their yard duty for that day.

Date: _____