



*Scoil Íde Presentation Primary School,
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Principál: Orla Ní Odhráin

Policy on the taking of Extra Personal Vacation (EPV) Days

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. A teacher claiming EPV days must present her/his Course certificate to the school principal by email at the beginning of the school year, as evidence of completion of an approved summer course and entitlement to EPV leave. On receipt of this certificate, the Chairperson may approve EPV leave for the teacher in accordance with the terms of circular 37/97. The principal must retain copies of the certificates within the school for future audit purposes.

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 promote 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

Procedures

- Requests for EPV days are made in the first instance to the Principal and noted in her diary and also on the Yearly calendar which will be displayed in the staff room

- Except in exceptional circumstances, prior notice - at least a week 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 shall be 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 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. No approval will be granted for EPV days in the first week of the school year, unless exceptional circumstances arise.
- 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 will 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 press outside the Office. It is up to each teacher to ensure that the work in this folder has not already been completed by her class and that it is of a standard appropriate to the ability of the children.

Ratification and Communication

This policy will be in operation in the school year 2017 18 & subsequent years having been ratified by Staff and BOM. Every teacher will be provided with a copy of this policy for their files.

Review

The policy will be reviewed as necessary.

Ratified by Board of Management

Signature of Chairperson_____

Date_____