



Scoil Carmel J.N.S., Firhouse Road, D24 NA44

EPV Policy

Introduction

The school policy on teachers' Course Days was drafted as a whole school staff and ratified by the Board of Management.

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.

Relationship to School Ethos

Scoil Carmel strives to provide a child-friendly, secure environment catering for all 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 courses to effective teaching and learning and the BOM has a policy on inservice training in place.

Aims and Objectives

- To encourage continued learning for teachers which leads to the on-going enrichment and motivation of teachers which provides multiplied beneficial effect to the school's 'end learners', i.e. the children
- So that all staff members are clear on their entitlements to days 'in lieu' of courses (EVP days)
- To assist the Principal in ensuring that disruption to the pupils is kept to a minimum
- So that no teacher has too many children from other classes in the room

Procedures

- Certification of attendance and completion of a qualifying Summer Course must be presented to the Principal at the start of the school year i.e September. The certificate must be uploaded on Aladdin

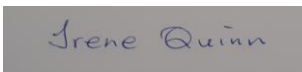
- Requests for E.P.V. days are made in the first place to the Principal and noted on the calendar in both the Principal's office and the staffroom
- An E.P.V. day form should then be completed and given to the Secretary for the O.L.C.S. returns
- Children in 1st / 2nd classes are divided among 1st / 2nd classes. Teachers are requested to have work prepared and photocopied for the children to bring to the assigned class. A class division list should be left for E.P.V. days.
- Children in Junior / Senior Infants are divided among the Junior / Senior Infant classes. Infant classes are re-constituted at 1.45pm for the purpose of collection.
- The resource teachers redistribute the classes when teachers take E.P.V. days
- Only one teacher from each section – Junior / Senior Infants or 1st / 2nd may take an E.P.V. day at a time
- The teacher who divides the class is responsible for calling the Roll and recording the attendance
- Children should be made aware of the yard arrangements
- The host teacher should be given a list of the actual pupils assigned to his/her class that day. This is important for Fire Drill/evacuation
- The host teacher should be made aware of any medical conditions /allergies pertaining to the children entering the classroom
- A full list of the class division is left with the secretary to facilitate
 - Resource teachers seeking particular pupils
 - Parents collecting children during the day

The Board of Management at all time have the welfare of the children as the first priority. With this in mind teachers are requested to avoid taking E.P.V. days on consecutive days, during Christmas week, on the days designated for Standardised testing, school tours etc. In the case of Job sharing teachers each teacher will be allowed to take a maximum of 2 days – 4 for the class/ pupils.

In order to minimise disruption for their colleagues at a very busy time of year each teacher will be permitted to take a maximum of one course day in June. Teachers are asked to spread their E.P.V. days throughout the year e.g. one per term as far as possible.

This E.P.V. day policy was ratified by the Board of Management of Scoil Carmel, Firhouse at its meeting on 22/6/22 and subsequently communicated to the staff via the school's website.

Signed: 
(Chairperson of Board of Management)

Signed: 
(Principal)

Date: 22/6/22

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