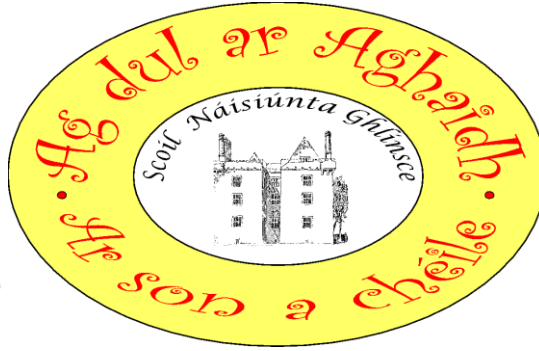


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Glinsk,
Via Castlerea,
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Glinsk N.S.

Extra Personal Vacation/Course Days Policy

Introduction:

Extra personal vacation (EPV) leave is allowable to teachers by the DES, subject to the sanction of the BOM as per Rule 58, when teachers complete an approved professional development/in-service course during the summer holidays. Since July 2009 all teachers participating in approved summer courses are issued with a certificate confirming attendance on completion of the course. Teachers seeking to claim EPV days must present this certificate to the school principal at the beginning of the school year. EPV days can be then granted under the terms of Circular 37/97 and Rule 58. Copies of summer course certificates must be retained in the school for audit purposes as per circular 35/2009. Current guidelines allow for 3 EPV days for 1 week course, 4 EPV days for 2 week course and 5 EPV days for 3 week course. Substitute teachers cannot be employed for teachers absent on EPV days; therefore pupils from an absent teacher's class will be supervised by the remaining teachers in the school i.e., division of classes.

Rationale:

The need for the school to devise a policy on EPV days is primarily to (i) support teachers to undertake professional development courses during the summer holidays which enhance their teaching and promotes standards of excellence throughout the school (ii) to ensure the smooth operation of the school and minimize disruption to classes when teachers are absent on EPV leave and (iii) to establish clear procedures for the granting of EPV days for all teachers who are entitled to apply/completed a course.

General Guidelines for EPV leave in Glinsk N.S.:

The BOM has devolved responsibility to the Principal for granting EPV leave to teachers subject to the following:

1. As a general rule a maximum of 1 teacher may be absent on EPV days at any one time except in exceptional circumstances. Prior notice of at least fourteen days in advance should be given by a teacher when requesting EPV leave.

2. In the event of requests for more than the quota allowable of applications for EPV leave on the same dates, priority is normally given on 'first come' basis.
3. Teachers are asked to avoid taking their EPV days during the first and last week of the school year, on sports days or on days when classes are on school tours (throughout the school), or attending events which would make the division of classes difficult. This may be waived in the case of 'exceptional/once off circumstances' at the discretion of the Principal.
4. In all cases, where teachers are absent on EPV days, it shall be the responsibility of the Principal/Deputy Principal to arrange for the effective supervision and/or division of the pupils from the absent teachers' classes with the help of support teachers. The co-operation of all teachers is sought to ensure that the number of extra pupils in any given class is kept to a minimum. If the support teacher will be working in another school on a day when a mainstream class teacher has requested an EPV day, the support teacher will be requested by the principal if the particular day can be switched with consent from the other school in the cluster with no loss in tuition time to the other school.
5. It is the responsibility of each teacher to arrange for the rescheduling of his/her yard duty and any other pre-planned meetings etc if absent on EPV leave. Teachers on EPV leave must ensure that appropriate schoolwork is prepared and left for pupils to do whilst being supervised in another class, as well as a class list.

Procedure for granting EPV leave in Glinsk N.S.:

Teachers must submit their certificate of completion of summer course to the Principal in September of each school year. Requests for EPV days should be made by the teacher to the Principal and a decision on the leave will be given as promptly as possible. Once approved, the dates of leave will be noted in the office calendar.

Ratification of Policy:

This policy has been drawn up in consultation with the principal, teaching staff, parents and BOM of Glinsk N.S. This policy was adopted by the Board of Management on

Signed: _____ Date: _____

Chairperson of Board of Management