***Course Day Policy***

***Saint Michael’s N.S.***

***Castletown Geoghegan***

**Policy on the taking of Course Days in St. Michael’s N.S., Castletown Geoghegan**

**Introduction**

Where a teacher has, during July or August, 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, four days if two courses have been completed or five days if three courses have been completed.

**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 promotes 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 (EVP 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 EVP days are made in the first instance to the Principal and noted on the school diary in the office and on the communal whiteboard in the staff room. The principal will also record these days in her diary.
* Except in exceptional circumstances prior notice of one week 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 is made based in the first instance on date of request by the teachers and then the urgency of the request.
* If an exceptional situation arises where two class teachers need to absent themselves on the same day for their EVP days it shall be the responsibility of the Principal to arrange for the effective supervision of the pupils.
* Children from Junior Infants to 2nd class will remain in their classrooms and the SEN teacher will have responsibility for that class for the day(s) in question. The class teacher will have their fortnightly plans available for the SEN teacher to work from and the class timetable will be followed accordingly.
* Third to 6th class will be split accordingly among the other classrooms. The class teachers will have work prepared/assigned for these days in question.

**Ratification and Communication**

This policy has been in operation in the school since 2008/2009 having been ratified by Staff and Board of Management of subsequent years. It has been reviewed and updated during the school year 2018/2019. Every teacher will be provided with a copy of this policy for their files.

**Review**

The policy will be reviewed in the light of unplanned events. It may also need to be revised in the event of any change in legislation or the introduction of new legislation.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson, Board of Management

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal