



Extra Personal Vacation (EPV) Days Policy

Introduction:

Navan Educate Together NS strives to provide a child-friendly, secure environment catering for 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 to effective teaching and learning.

Where a teacher has, during the summer break, attended a course approved by the DES, personal leave may be taken on presentation of the necessary certificate and subject to Board of Management approval. As per DES guidelines, leave is sanctioned on the basis of 3 EPV days for attendance at a 5-day course, 4 EPV days for attendance at two 5-day courses, 5 EPV days for attendance at three 5-day courses, in accordance with the DES. Substitute cover is not provided by the DES for EPV Days.

Rationale, Aims and Objectives of the policy:

- 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 minimise disruption to classes, pupils and staff
- To ensure that all staff members are clear on the procedures

Procedures:

- According to Rule 58, EPV days are subject to the prior approval of the "Manager" i.e. Board of Management. The Board of Management of Navan Educate Together NS has delegated this responsibility to the School Principal, in conjunction with the Deputy Principal, to sanction EPV days. However, if referred to the Board of Management, the Board will have the final decision.
- EPV days will be sanctioned on a first come first served basis.
- Staff are encouraged to take 1 day per term as far as possible.

- Verbal or written requests for EPV days are made to the Principal. If granted, the day is noted by the Principal on the school shared online calendar.
- Where possible, prior notice of at least a week in advance should be given.
- A maximum of 2 consecutive days may be taken together.
- To ensure the smooth running of the school, as a general rule, it is recommended that only one class should be split on any particular day.
- Teachers should avoid, as far as possible, taking their EPV days on:
 - The first 2 weeks and the last two weeks of the school year
 - The week leading up to the winter and spring breaks
 - Staff meeting and planning days
 - Days scheduled for the annual standardised testing
 - Days when other classes are away on school tours or other events.

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

Preparation:

In preparation, the teacher due to be on leave should do the following:


- Rearrange yard duty if necessary by swapping with another staff member
- Have a carefully considered 'Split Class List' ready. The day prior to the absence, a copy is to be given to the Snack/Hot Meals Supervisor, the Secretary, the Principal/Deputy Principal, SET assigned to that class and a copy to be placed on the wall next to the lift.
- For mainstream classes, work packs will be prepared for the children to take with them when they are split.
- For Rainbow Rooms, an outline of the day and work will be prepared for the teacher covering the class.
- Children should line up in morning as normal and the assigned member of the SET team will bring them to their classroom where they will be organised for the split. Similarly, the assigned member of the SET team will gather the class together before home time and oversee their safe dismissal from school.
- Children should not return to their own classroom during the day unsupervised
- On days when a scheduled class event takes place, e.g. Music Generation lessons, the class will be gathered together by a staff member chosen by the Principal, to ensure that the children do not miss the event/lesson. The class will be supervised for duration of the event/lesson and re-dispersed back into split classes by the allocated staff member.
- To ease the burden of furniture movement, the teacher on leave should check the availability of extra tables/chairs in other classrooms. Should additional furniture be required, this should be moved the afternoon prior to the intended absence, where possible.
- Junior Infants will only be split after the October mid-term break. Prior to this, the assigned member of the SET team will take the class. The teacher on leave will ensure an outline of the day and work will be left for the children. Where we have small numbers in two Junior Infants classes, they may be put together as one class for the day.

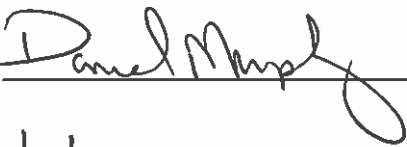
Review:

This policy will be reviewed as necessary, but no later than 2027/2028.

Ratification and Communication:

This policy will commence operation for the 2024/2025 school year, having been ratified by the staff and Board of Management. All staff will be emailed a copy of this policy and it will also be available on the school website, school shared drive and on request from the school office.

Signed:  (Principal)

Signed:  (Chairperson, BoM)

Date: 9/4/24

