



# Powerstown Educate Together National School

Roll No: 20384J

Powerstown Road, Tyrrelstown, Dublin 15

Telephone: 01 8272018

Email: [info@powerstownet.com](mailto:info@powerstownet.com)

[www.powerstownet.com](http://www.powerstownet.com)

*Powerstown Educate Together National School*

## EPV / Course Day Policy

*This policy has been formulated by Powerstown ETNS to assist teachers, pupils and parents in making an informed decision in relation to healthy eating and to comply with HSE and nutritionists guidelines distributed to schools.*

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## Introduction

*Powerstown Educate Together National School* 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 DES, personal leave may be taken on presentation of the necessary **certificate** and subject to Board of Management approval. Leave will be sanctioned on the usual basis of 3 days for attendance at a 5-day course or as approved by DES. Further information in relation to number of days permitted can be found on page 172 of the CPSMA Handbook.

## Rationale

- a) To provide encouragement to teachers to undertake professional development courses which enhance their teaching and promote a standard of excellence throughout the school
- b) The need for the school to devise a policy on course days is primarily to assist in the smooth operation of the school
- c) To minimize disruption to classes.

## Aims and Objectives of the policy

- To encourage continued learning which leads to the ongoing enrichment and motivation of teachers. This in turn provides multiplied beneficial effect to the school's "end learners", i.e. the children.
- To ensure that all staff members are clear on their entitlements to days 'in lieu' of courses (EPV days)
- To assist the Senior Management Team in ensuring that disruption to pupils is kept to a minimum
- To ensure that no teacher has too many children from other classes in their classroom.

## Procedures

- According to Rule 58, EPV days are **subject to the prior approval of the "Manager"** i.e. Board of Management. The BOM of *Powerstown Educate Together National School* has empowered the

School Principal, in conjunction with her Deputy, to sanction EPV days. However, if referred to the BOM, the BOM will have the final decision.

- Staff are encouraged to take **1 day per term** as far as possible.
- **Verbal requests with completed EPV request form on Aladdin** are made in the first instance to the Principal. This request will subsequently be discussed with the Deputy Principal. If granted, the day is noted on Aladdin and the School Google Calendar.
- Where possible, prior **notice** of at least a week in advance should be given.
- Across the school, a **maximum of 2 EPV** days will be sanctioned in any full school week and 1 EPV day in a 3-day week or less. Only in exceptionally circumstances will exemptions will be allowed with BOM approval.
- 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. The days will be sanctioned on a **'first come, first served' basis**. Date and time request for EPV is made is logged on Aladdin.
- In the event of **two or more applications for the same day**, the Principal & Deputy Principal will consult with the teachers concerned. Where it is unavoidable that both teachers need/wish to absent themselves on the same day, this will require that a member of the SET team (on a rotational basis) will take one of the classes for the entire day and the other class is divided.
- Where the Principal is attending courses or on an EPV day no class teacher may take their EPV days as it is very awkward for the teaching Deputy Principal/ISM team member to take charge of his own class and divide up the missing teacher' s class as well.
- Teachers should **avoid**, as far as possible, taking their EPV days on
  - the first 2 weeks of September and/or the last 2 weeks of the school year
  - the week leading up to Christmas and Easter
  - Staff meeting and/or Planning days
  - Days when other classes are away on school tours, Sports Day or attending events.

### **In preparation for leave, teachers should:**

- Update Absence Folder

- **Divide the children** as specifically indicated on the **Class Division Sheet**. We aim to avoid the larger classes, more 'active' classes and teachers who are participating in Droichead. who may not receive any pupils at all. This list should normally be placed in the plastic folder on your teaching wall and
  - placed OUTSIDE your door on your intended absence and
  - given to the Principal teacher.
  - given to your Continuum of Support Teacher
- **Prepare work** and photocopy (*if necessary*) for the day. This work should be given to each child/or left on each child's desk. Infant teachers should ensure that each group has crayons/pencils etc. In the case of a **member of the COS team** being absent, appropriate work should be left for each of their groups.
- **Children should line up in the morning** in their normal line and a member of the COS teacher/ISM member will bring the children to their room where they will be divided. Similarly, a member of the COS team/ISM member will collect the Infants after lunch-break for safe dismissal from school.
- Children should NOT return to their own classroom during the day.
- **Furniture:** To ease burden of furniture movement it would be advisable for each teacher to have one **additional table** that could be used for visiting children. Should additional furniture be required, you should move it **the afternoon prior** to your intended absence.
- Where possible, in **Infant classes a member of the COS teacher will take the EPV class**. Work to be completed during EPV day must be outlined and prepared (photocopied where necessary) for COS teacher.

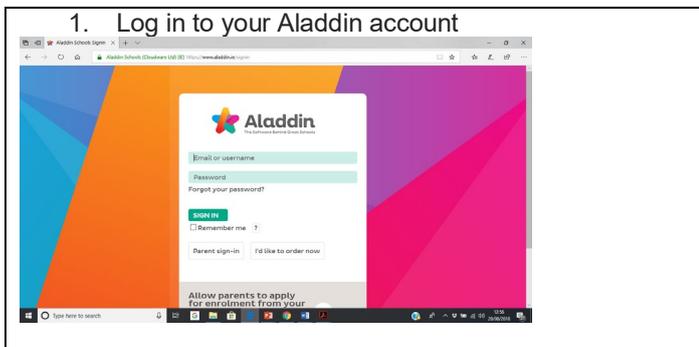
## Review

**Date of next policy review:** June 2020

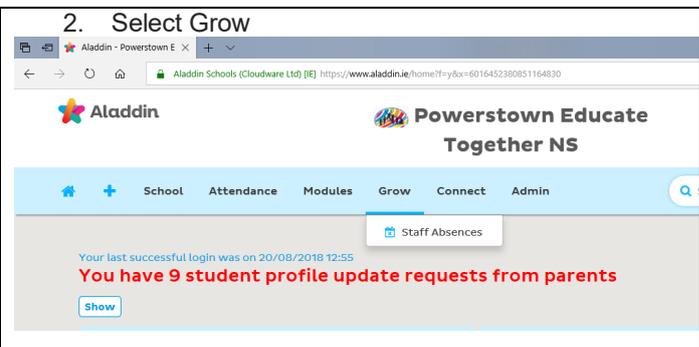
## Ratification and Communication

This policy will be in operation in January of the school year 2011/2012, having been ratified by Staff (December 2011) and BOM (January 2012). Every teacher will be provided with a copy of this policy for their files.

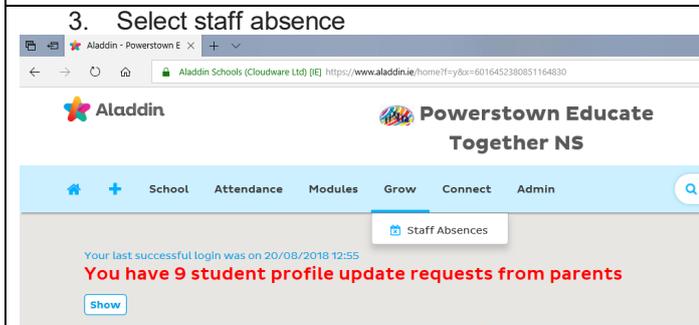
## EPV Request on Aladdin



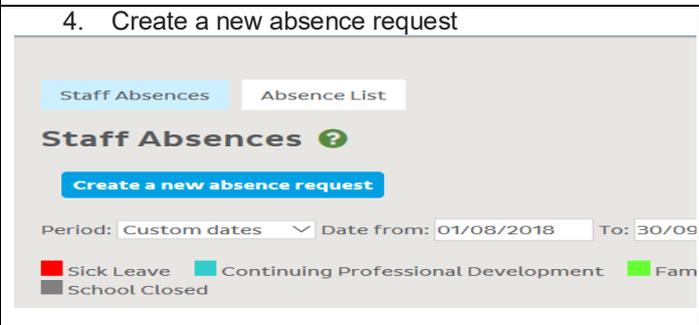
1. Log in to your Aladdin account



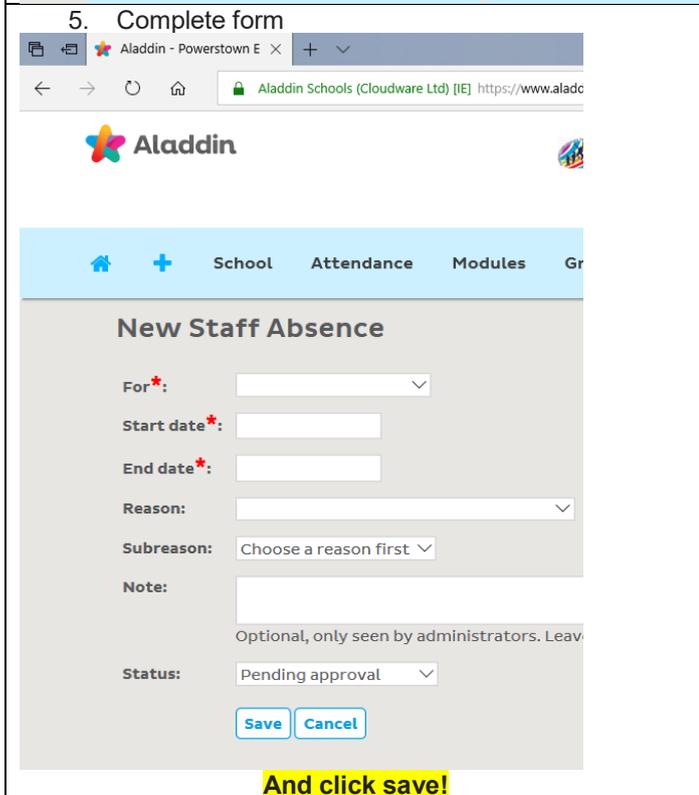
2. Select Grow



3. Select staff absence



4. Create a new absence request



5. Complete form

**And click save!**

Reasons:

**EPV:**  
Reason: Select: **Personal leave** –  
Sub reason: Select: **extra personal day (EPV)**

**Sick:**  
Reason: Select: sick day:  
Sub reason: Select certified / uncertified

Other Reason: Personal leave: EPV, family funeral, graduation, family illness day etc

6. Form will be automatically sent to principal, who will approve absences in line with school policy. Principal will email you to confirm approval (or otherwise). Principal will mark absence on Google calendar