

Ardcroney NS
EPV and Leave Policy



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EPV and Leave Policy

1.0 Introductory Statement

This policy was reviewed by the teaching Staff in Ardcroney NS through May 2026, to be implemented for school year September 2026/27. It endeavours to identify clear procedures for the granting of Extra Personal Vacation (EPV) days for all Teachers who are entitled to apply for such leave. The importance of professional development for effective teaching and learning is acknowledged.

Where a Teacher has, during the summer break, attended a course approved by Department of Education (DES), personal leave may be taken on presentation of the necessary certificate and subject to Board of Management (BOM) approval as per Rule 58, Department of Education (DES) guidelines set out in Circular 37/97, Circular 35/2009, and the CPSMA BOM Handbook.

EPV leave will be sanctioned on the following basis:

- Three EPV days for attendance at a five-day course, 20 hours online course if approved.
- To allow for smooth running of school, 4 and 5 EPV days are not permitted.
- (See note for Job Sharing arrangement)

2.0 Rationale

This plan was formulated to provide a coherent approach to the granting of EPV days.

3.0 Aims and Objectives

Through the implementation of this plan we are endeavouring to:

- To encourage and support teachers to undertake professional development courses during the summer and by so doing enable them to enhance their teaching and promote a standard of excellence throughout the school.
- To encourage continued learning which leads to the ongoing enrichment and motivation of teachers.
- To ensure the smooth operation of the school and minimize disruption to classes when teachers are absent on EPV leave.
- To establish clear procedures for the granting of EPV days for all teachers who are entitled to apply/completed a course.
- To ensure that all Staff members are clear on their entitlements to days 'in lieu' of courses (EVP days).

4.0 EPV Day Approval and Application

4.1 Approval of EPV Days

The BOM has devolved responsibility to the Principal for granting EPV leave, however, if referred to the BOM, the BOM will have the final decision. The granting of EPV leave is subject to DES approved days or by the completion of an accredited EPV course. EPV certificates must be uploaded to school server, EPV folder, before the 30th September at the commencement of each school year. These certificates will be retained indefinitely.

4.2 Applications for EPV Days

Teachers will endeavour to take EPV days in a way that minimises disruption and acknowledges the goodwill of other staff members who provide supervision in their absence. EPV requests are made in the first instance to the Principal through our School Planner. Where possible, prior notice of at least one week in advance should be given.

Staff are encouraged to take one day per term as far as possible. Applications for more than two consecutive EPV days may be referred to the BOM. 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. In the event of two or more applications for the same day, the Principal will consult with the teachers concerned. Please discuss with Principal if another teacher has already applied for same EPV day.

Please note that teachers must avoid, taking their EPV days and general leave days on

- the first two weeks of September and/or the last two 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, Sacraments, or attending events etc...

The above conditions may be waived at the discretion of the Principal and in very exceptional circumstances with BOM approval.

EPV days can be taken to extend other leave e.g. holiday leave, wedding leave with the prior approval of the BOM. EPV days taken on half days will be recorded as a full EPV days on the OLCS.

5.0 Organisational Issues

5.1 Division of Classes

Each Teacher must create a class distribution list at the start of the school year. Copies of distribution lists

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should be provided to the Principal and Deputy principal in advance of any EPV leave. Teachers (Host Teachers) should be made aware that they will have additional pupils and pupils should know where they will be for the duration of their teacher's absence. Pupils should NOT return to their own classroom during the day.

Junior Infants will not be split, a SET teacher will cover this class.

5.2 Medical Needs/Special Educational Needs

If the Class Teacher is on an EPV day, it is their responsibility to inform the Host Teacher of any specific medical needs or special educational needs etc. It is also their responsibility to transfer the required medical or adaptive equipment etc. to the Host Teacher and also to ensure it is returned to them.

5.3 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 pupils. Should additional furniture be required, it should be moved in the afternoon prior to an intended absence.

5.4 Roll

Attendance will be recorded by the SET teacher dividing the class.

5.5 Work

The Class Teacher must prepare and allocate classwork to ensure that pupils have sufficient activities for the day. It is up to each Class Teacher to ensure that the work is of a standard appropriate to the ability of the pupils. Teachers should ensure that each group has textbooks, crayons/pencils etc. that they will require.

5.6 Yard Rota and Supervision

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.

Pupils should be informed about any changes in routine so that they arrive in school prepared. They should line up in the morning in their normal line. They should go to their normal yard at break times and line up with their own class as normal. Teachers on yard duty should not allow this class to go inside until all other classes have left the yard. This will ensure that all classes are already in before the 'split' class returns to their host rooms. Pupils should not return to their own classroom during the day.

5.7 SET

Class Teacher on EPV leave should make the SET and relevant SNAs aware of pupil's location in advance of their leave.

5.8 Job Sharing Teachers

Due to concerns about the total number of teaching days which would be lost if Job Sharing Teachers were to avail of six to ten EPV days during the School Year, Job Share Teachers are permitted to taking a maximum of 2 EPV days per school year, for example, if job sharing arrangement in 4th class, it's a maximum of 4 EPV days in that class.

Job Sharing Teachers will make arrangements to "cover for the other Teacher" as the need arises during the school year, with both teachers working an equal total number of days by the end of the school year.

5.9 Fire drill/ Emergency Evacuation Procedure

The Host Teacher should have a class list which should include the names of their additional pupils. Pupils should be advised of the evacuation procedures in the event that they are in a host class.

6.0 Implementation and Review

6.1 Implementation

This plan will be implemented in September 2026.

6.2 Review

The plan will be monitored and evaluated at regular Staff meetings. It will be reviewed in Term 1 in the 2028/2029 School Year unless an earlier review is warranted.

7.0 Communication and Ratification

7.1 Communication

This policy will be communicated to the school community by the following means:

- Board of Management/Other Staff members via meeting/email
- Parents via school website

7.2 Ratification

This policy was ratified by the Board of Management on 8/6/26.

Signed John Mulcahy Chairperson, Board of Management 8/6/26

Signed Dominic Cummins Principal/Secretary, Board of Management