



Continuing Professional Development Policy

The Board of Management of Rathcoole ETNS recognises its responsibility towards the on-going professional development and learning of the staff. Such a commitment leads to:

- continued learning opportunities for teachers
- on-going enrichment and motivation of teachers
- multiplied beneficial effect to the school's "end learners", i.e. the children.

Rationale

- To encourage staff to undertake professional development courses which enhance their teaching and promote a standard of excellence throughout the school.
- To meet the CPD needs of the school, the staff and the learners.
- To assist in the smooth operation of the school.
- To minimize disruption to classes.
- To ensure that all staff members are clear on their entitlements to days 'in lieu' of courses (EPV days).

Mid-Year Courses

At the beginning of each school year, in consultation with the staff, the Principal will identify the key Teacher/SNA CPD areas which will be of most benefit to the school as a whole. Through the course of the year, suitable CPD courses in these areas will be identified. Depending on demand and budget available, a percentage of the course fees and related expenses will be paid for by the Board of Management.

The Board of Management will commit a budget annually towards staff CPD. The budget will be allocated so as to provide the maximum number of courses to the greatest number of teachers based on the following criteria:

- the Teacher CPD course corresponds with an area of need identified by the Principal in consultation with the staff in the current year.
- the staff member undertaking the course is agreeable to make a presentation to colleagues at a staff meeting, disseminate notes, and actively share knowledge, practice and skills gained at the said course.
- the course taken will enhance teaching and learning in the school.

If staff identify a course they feel meets these criteria, they can request to attend the course, subject to approval by the Principal.

Summer Courses/EPV Days

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. Per DES guidelines set out in Circular 35/2009, leave will be sanctioned on the basis of 3 days for attendance at a 5-day course or as approved by DES.

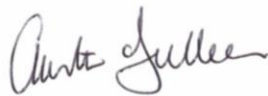
- EPV days are subject to the prior approval of the "Manager" i.e. Board of Management. The BOM of Rathcoole ETNS has empowered the School Principal/Deputy Principal to sanction EPV days. However, if referred to the BOM, the BOM will have the final decision.
- Verbal requests for EPV days are made in the first instance to the Deputy Principal/Principal. If granted, the day is noted on the School Calendar which all staff will have access to.
- Where possible, prior notice of at least a week in advance should be given.
- Across the school, a maximum of 2 teachers will be sanctioned per day, 1 class teacher and 1 SET.
- The days will be sanctioned on a 'first come, first served' basis.
- 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.
- Teachers will have work prepared/photocopied for their EPV days. This work should be given to their teacher for the next day.

Date of policy ratification : 20/11/20

Date of Next review: 30/11/2023

Name of Reviewer: Gemma Maher

Signed on Behalf of the Board of Management



Chairperson: _____

Date: 31.01.2023