**Annaduff National School**

**Extra Personal Vacation Policy 2023**

This Policy was reviewed by the Principal following a staff meeting in June, 2023. The Board of Management recognises that teachers are allowed to take E.P.V. days in compliance with Rule 58 of the Rules for National Schools but advises that all such days are subject to the approval of the BOM via the principal.

**Aims:**

* To comply with Rule 58 of the Rules for National Schools
* To ensure as little disruption as possible during the school day

**Procedures to be followed:**

* Teachers are advised that certification of attendance and completion of a qualifying summer course or courses must be presented to the principal at the start of the year, to be placed in the teacher’s individual file.
* Application for EPV days are made to the Chairperson of the B.O.M., through the Principal.
* Applications may be verbal and should be made at least two weeks in advance, if possible.
* Applications are recorded on a School Wall Planner which can be viewed in the staffroom.
* No two mainstream teachers are allowed to use EPV days on the same day.
* We will work together to try to facilitate staff if two teachers wish to take the same EPV day.
* Teachers may avail of EPV days in clusters of days or individual days throughout the school year.
* EPV days may not be taken during the following times, unless in exceptional circumstances; beginning of September, end of December or in the last 2 weeks June.
* Teachers taking EPV days swap yard duty with colleagues if the need arises.

**Organisational Issues:**

* All classes will be divided and sent to other classrooms with the exception of Junior Infants in terms 1 & 2 and the two special classes.
* Teachers taking EPV days provide redistribution lists and the class teacher has assigned work for the class.
* Larger classes are assigned fewer pupils to avoid congestion.
* Attendance is recorded by the teacher organizing the class and sent to the office to be recorded on Aladdin.
* Where possible teachers will be advised in advance that they will have additional pupils in their classrooms.
* Teachers take note of the additional pupils for fire drill purposes in case of evacuation.
* Pupils observe the usual yard arrangements.
* All classes assemble in their own classrooms on arrival and for dismissal under the supervision of the organising teacher and relevant S.N.A.’s.

**Review and ratification**

This policy has been updated by the Principal, following consultation with the staff. It will be circulated to staff by email and then be presented to the BOM for ratification at the beginning of the 2023 – 2024 academic year.

**Signed**

Chairperson:

Principal:

Date: