



## **1. Introduction:**

The Education Act (1998), requires that The Board of Management (BOM) of a school should ensure that the needs of personnel involved in management functions and staff development needs generally in the school are identified and provided for.

The Principal, together with the BOM, Parents of students and the Teachers, shall be responsible for the creation of a school environment which is supportive of learning among the students and which promotes the professional development of the teachers.

The principal, on behalf of the BOM, will take responsibility for the development of all staff and The Parents Association will take responsibility for the development of its committee members.

## **2. General Information**

### **2.1 What do we understand by 'staff *development*' in the context of this school?**

#### **(a) Forms of staff development**

- Workshops/seminars for whole staff on issues relevant to the school as a whole
- Staff members attending courses relevant to the identified needs of the school
- Courses specific to particular roles within the staff (e.g., resource teachers, management courses for staff members in leadership roles...)
- Opportunities for development within the school context – *e.g., mentoring, shared teaching,*
- Opportunities for development within staff meetings
- Teachers with specific expertise/post holders facilitate in-service with staff during Croke Park hours.

#### **(b) Principal support:**

- The principal provides time for staff to go on one-day training courses and organises for the supervision of their classes with the support of other teaching staff.
- The BoM may provide financial assistance to defray costs of fees etc. for staff members who attend training, e.g., Health and Safety related courses.
- The principal encourages staff to participate in summer courses.

#### **(c) Support for teachers who participate in summer courses:**

Teachers may be eligible to apply to the BOM for Extra Personal Vacation (EPV) days on foot of attending approved summer courses. Further information is contained in the school's Extra Personal Vacation (EPV) days policy.

**(d) Dissemination of learning to others:**

- Croke Park Hours
- Report at staff meetings, BoM meetings, and teacher meetings
- Review meetings to discuss possible changes to school policies or curriculum additions as a result of staff-development training courses.

**3. Teacher Fee Refund Scheme**

The DES issue a circular annually, usually in January, dealing with the Teacher Fee Refund Scheme. Circular 0005/2024 is the most recent DES circular dealing with the Teacher Fee Refund Scheme and supersedes all previous circulars on this scheme.

The purpose of the Teacher Fee Refund Scheme is to provide funding towards the cost of course participation and examination fees on successful completion of teacher professional learning courses. The funding is available for courses that are directly relevant and of benefit to schools and that are subject to certification/award by an appropriate accreditation authority recognised by the Department Of Education (DES). Where course duration is longer than one year, funding is provided upon successful completion of each year of the course.

All enquiries should be directed to:

The Administrator, Teacher Fee Refund Scheme, Clare Education Centre, Government Buildings, Kilrush Road, Ennis, Co Clare, V95F782.

Tel: (065)6845500, e-mail: [teacherfeerefund@clareed.ie](mailto:teacherfeerefund@clareed.ie)

**4. Review**

This policy will be reviewed regularly taking account of any changes in legislation.

