

Policy on Development Courses Undertaken by Staff

Expenses Incurred By Teachers In Pursuing Development Courses etc.

The Board of Management recognises the need for on-going training, inservice and the professional development of members of the teaching staff. It acknowledges such training etc. will be of benefit to the teachers and ultimately benefit the pupils in our care.

In recognition of this, the Board of Management is prepared to contribute towards the fees and expenses of those teachers who undertake such training. It will set aside a sum of money in its yearly budget for this purpose.

The Criteria under which a payment will be made will be as follows :

- (a) courses that enhance a teacher's qualifications and
- (b) to be of benefit to the school.

Where fees exceed €635, application should be made under the Department of Education and Science Teacher Fee Refund Scheme in the first instance.

The closing date for application to this fund will be 01st May or 01st January each year. An application form will be made available. Receipts for courses to be furnished.

Payment will be made in a number of ways :

(a) Pro-Rata basis up to a maximum of 50% of course fee depending on the number of applications and the total amount available. The decision to be made by the Board of Management on the recommendation of sub-committee.

(b) Up to €100 of course fee, plus €100 expenses for all applications.

Payment Procedure :

- (a) payment to be in cheque form

Fees for short courses run by Cork Education Support Centre will be approved by the Principal.

Date of Review:_____

Signed by Chairperson:_____

Date:_____