



CLOSURE DAYS / PUPIL FREE DAYS POLICY

All Trinity College Colac Policies will be read and developed with reference to the Core Values, Vision and Mission of the College as well as any other relevant College policies.

RATIONALE

To facilitate the professional development of staff, opportunities are to be provided for staff of a school to come together for professional development, planning and evaluation days.

SCRIPTURAL CONTEXT

'Then Jesus went about all the cities and villages, teaching in their synagogues, and proclaiming the good news of the kingdom.'
(Matt 9:35)

POLICY

At Trinity College Colac, pupil free days will be held during the year to allow the staff to attend appropriate professional development as a whole group.

POLICY GUIDELINES	GUIDELINE INDICATORS
<p>School Closure Days School closure days are planned school holidays with the permission of the appropriate Governing Authority.</p> <p>Pupil Free Days Pupil- free days are days when students do not attend school and when staff are involved in planned educational activities.</p>	<p>In determining school closure days, the organisation of the local community is to be taken into account (e.g. buses, local Department of Education and Early Childhood Development school closure days, community holidays)</p> <p>School closure days will normally be designated public holidays; however, there is scope, at the discretion of the Governing Authority, to approve school closure days at other times.</p> <p>The first two days and the last days of the school year will usually be pupil-free days.</p> <p>Four additional days during the school year may be allocated by the Principal and staff as pupil-free. The College Board should be notified of such days.</p> <p>Suitable professional development activities will be organised by the Principal, or the Principal's delegate, for pupil-free days.</p>

<p>School Holidays School holidays are those notified and published by the Department of Education and Early Childhood Development in the Education Gazette.</p>	<p>Such professional development will be a part of the planning and resource allocation proposed for the year.</p> <p>Schools are encouraged to allocate one of the four pupil-free days for Religious Education or religious formation.</p> <p>In addition to the four designated professional development days, additional Pupil Free Days may occur for such activities as Parent-Teacher-Student Interviews, Report Writing Days and School Planning Days. Parents will be notified via the College Calendar.</p> <p>School terms are to correspond with those notified and published by the Department of Education and Early Childhood Development in the Education Gazette.</p> <p>When possible, the College will notify parents of proposed dates for pupil-free days / school closures days and school holidays, at the beginning of each school year.</p>
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Reflective Materials

- Catholic Education Office Policy
- Department of Education and Early Childhood Development– School Information Manual (Operations)
- Department of Education and Early Childhood Development– Education Gazette

Ratification	13 th June 2017
Board Chairman	Anne Ditty
Date of next review	May 2020