

## **Colaiste Muire Cobh**

### **Payment to Teachers Towards Course Fees Policy**

The Board of Management of Colaiste Muire Cobh encourages teachers to undertake in-career development courses.

Its policy for operating payment to teachers towards course fees is as follows:

1. The Board of Management will only consider courses where the applicant does not qualify for a grant from the Department of Education & Science. The fact that completion of a course would result in salary increase may disqualify an applicant. Courses should be of benefit to the school community as well as benefiting the teacher concerned professionally and applicants should indicate how this is so.
2. Qualifying candidates may receive a grant of approximately 25% of their eligible fees up to a maximum of €800 for the course. In any year the total allocation from the school budget for payment to teachers for course fees shall not exceed €3200.
3. Where the school authorities request a teacher to undertake a specific course the fees will be paid in full by the school.
4. Applications to the Board of Management must be made each year on or before 10th October. The decision of the Board of Management will be communicated to applicants following the next Board meeting after this date.
5. The Board of Management reserves the right to review or amend this policy in accordance with the needs of this school. Amendments shall be made known to the staff by 1st May and shall relate to the following year.

Policy ratified at Board of Management meeting: 10<sup>th</sup> October 2017

**I have received payment of €..... under this policy:**

Signed:

Date:

Name of Course:

Provider of Course: