



CHIVIRIKANI PRIMARY SCHOOL

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SCHOOL POLICY

Courses and Workshops

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016

PURPOSE

To give all Educators and Staff an Opportunity to Attend Available Courses and Workshops to Empower them to Perform their Duties Adequately.

COURSES

- The Education Department creates opportunities for all educators and non-academic staff to update their knowledge.
- It is a prerequisite of The Department for its employees to attend all courses and workshops.
- Courses can be presented at any time; weekends and school holidays included and must be attended.
- According to the Education Department school holidays are a privilege, not a right; therefore courses presented during weekends and holidays have to be attended.
- All course dates should be relayed to staff members as soon as they are received from The Department.
- Knowledge obtained at courses should be applied in practice.

- Transport should be provided by the school for staff members who attend courses and workshops.

