



# HOLY TRINITY ENNISKILLEN

## Pre-School Staff Rotas Policy

Policy approved by Board of Governors

Dated

Signed

Review Date

**HOLY TRINITY PRESCHOOL**

The preschool leader is responsible for drawing up all rotas for use within the setting. This will include information about the duties that staff have to undertake and information on the children with whom they will work.

Any difficulties regarding rotas should be discussed with the principal.

The Preschool Centre has annual dates of operation that are determined by the principal and staff are expected to be available on all these days. This will include both dates when the preschool is open and also training days.