**Template email to SNA re. Temporary assignment arrangements under Circular 0027/2020**

1st April 2020

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I hope that you and your family are keeping safe and well.

I write to you regarding a [Circular 0027/2020](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0027_2020.pdf) that was published today (01/04/2020) on the Department of Education and Skills’ website. This Circular sets out the details in relation to the operation of ‘Temporary assignment arrangements for certain staff in the education and training sector.’ It is important that you read the provisions of [Circular 0027/2020](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0027_2020.pdf)

Under the terms of [Circular 0027/2020](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0027_2020.pdf) all SNAs are to be nominated for temporary assignment.

A dedicated process has been established for Special Needs Assistants, given the particular skills and experience SNAs have in assisting children with additional care needs.

You will find further information on the expected role of SNAs is in the [HSE briefing document](https://www.cpsma.ie/temporary-assignment-of-special-needs-assistants-briefing-document-march-2020/).

**What you need to do:**

1. Please click on the link below and complete the questionnaire as soon as possible.

Please note that you will require our school roll number [Insert school roll number] to complete the questionnaire.

Please click here to complete the Questionnaire:

[Temporary Assignment Scheme Questionnaire](https://www.surveymonkey.com/r/Temporary_Assignment_SNA)

1. When you have completed the questionnaire, please email me, using this email address, to confirm that you have done so.

If I do not receive this confirmation from you by close of business **Tuesday, 7th April 2020**, I am required to contact you again, as a follow up, to ensure that your details are submitted, as per the requirements of [Circular 0027/2020.](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0027_2020.pdf)

Please complete the questionnaire as soon as possible.

You will remain a staff member of [Insert the name of school] and will remain on payroll for the duration of your temporary assignment. In the event of you needing to take leave during your temporary assignment, you should notify me in the normal way and also notify your manager in the temporary assignment situation.

The Scheme is being co-ordinated by Public Appointments Service (PAS) and the Health Service Executive (HSE). Queries in relation to the temporary assignment arrangements should be addressed to [temporaryassignment@publicjobs.ie](mailto:temporaryassignment@publicjobs.ie)

Thank you for your cooperation in this matter.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of the Board of Management of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_