**Follow up Template email to SNA who has not confirmed to school management that he/she has completed the Temporary Assignment Scheme Questionnaire**

7th April 2020

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

I hope that you and your family continue to keep safe and well.

I write to you as a follow up to my email of DD/04/2020.

As previously advised, [Circular 0027/2020](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0027_2020.pdf) “*Temporary assignment arrangements for certain staff in the education and training sector*”, published on 01/04/2020, directs school management to send a link to the [Temporary Assignment Scheme Questionnaire](https://www.surveymonkey.com/r/Temporary_Assignment_SNA) , to all SNAs in the employment of the school, for completion by 7th April 2020. The link to the questionnaire, together with the school roll number, was sent to you by email dated DD/04/2020.

All SNAs are deemed releasable by the Department of Education and Skills for the purposes of the Temporary Assignment Arrangements.

School management are directed by the Department of Education and Skills to follow up with nominated staff members, if it does not receive confirmation from each staff member that the survey has been completed.

To date I have not received confirmation from you that you have completed the questionnaire. I would be obliged if you would please send this confirmation to me by return email.

If you have not completed the questionnaire, I urge you to complete it without any further delay, and ask that you send your confirmation to me as soon as you have done so.

As outlined in my earlier email, the Temporary Reassignment Scheme is being co-ordinated by the 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

Thank you for your cooperation in this matter.

I await hearing from you.

Yours sincerely,

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

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