



Newsletter

No. 75 February 2024

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Staffing Schedule Circular 0011/2024: Key Points

The Special Education allocation has been reviewed for the 2024/2025. All existing Special Education cluster posts will cease at the end of the 2023/2024 school year. Schools should recluster their part time SET hours into fulltime posts.

Thursday 29th February is the key date for schools to :

- ✓ Notify their Panel operator of any permanent or fixed term vacancy.
- ✓ Return Main Redeployment Panel Application Form (Appendix E) for surplus permanent/CID holding teachers to the Primary Teacher Allocations Section of the Department of Education.
- ✓ Return SET Cluster Form (Appendix D) to the Primary Teachers Allocations section of the Department to notify the new Special Education Teacher cluster arrangements.
- ✓ Return CID Declaration Form 23 (Appendix G) in respect of all teachers awarded a CID before the 2023/2024 school year and a Main Panel Application Form , if applicable, to the Primary Teacher Allocations section of the Department of Education.
- ✓ Submit completed Staffing Appeals Form (Appendix F) for the March meeting of the Primary Staffing Appeals Board to the Primary Allocations section of the Department of Education.
- ✓ Submit completed Form Prim- EAL 2024/25 application for pupils with EAL needs.

The Main Redeployment Panels will be published after Easter to enable schools appoint teachers from the panels to vacancies.



Staffing Circular 0011/2024

[Circular 0011/2024](#) which informs all primary school management and staff of the staffing arrangements for all primary schools for the next school year, 2024/2025 has been published. Schools should also read the [FAQ on Staffing Circular 2024.25](#) – in conjunction with the Circular. The Appendices to Circular 11/2024 are contained in [this link](#) for ease of reference. Redeployment Arrangements for 24/25 school year are contained [here](#) in FAQ format.

The following are some of the key points for schools to be aware of:

[Appendix A: Schedule of Enrolment](#)

Appendix A outlines the number of mainstream class teachers that a school is entitled to in September 2024.

The first table refers to the appointment and retention figures for mainstream class teachers in ordinary schools, Gaelscoileanna and Gaeltacht schools. The numbers referenced are the valid enrolments as of 30th September 2023, as per the school's October 2023 POD returns to the Department of Education and are based on a general average of 23 pupils to one classroom teacher.

The second table gives the appointment and retention figures for mainstream class teachers in DEIS Urban Band 1 schools for the 2024/2025 school year. These have a lower pupil teacher ratio.

[Appendix B: Administrative Principal and Administrative Deputy Principal](#)

The criteria for the appointment of Administrative Principal and Administrative Deputy Principal posts are set out in Appendix B.



[Appendix C: Special Education Teacher Posts](#)

Appendix C sets out the allocation of special education teaching hours as notified to each school by NCSE. The hours are shown as full time posts (with 25 hours being a full time post) and the balance of hours and minutes available for clustering with other schools to make a full time post. The base school in the cluster should submit the Form SET Cluster 2024/25 (Appendix D) to Primary Allocations before **29th February 2024**.

For the 2024/25 school year, schools may combine their principal release days (5 hours) with their SET hours either on their own or as part of a cluster of a maximum of two schools.

All full time posts (including those created through a combination of SET and Principal Release days) are permanent posts to be filled in accordance with the normal redeployment arrangements. Part time hours remaining in a school can only be filled in a temporary capacity. The Department will try to cluster schools with remaining hours after **29th February 2024**.

Newly established or newly amalgamated schools will have their SET allocation calculated for them by NCSE/ Special Education section of the Department.

[Appendix D: SET Cluster Form 2024/25](#)

This form is to be filled in by the base school and should outline the schools and hours involved in the cluster as detailed in the section on Appendix C above.

[Appendix E : Main Panel Form 2024](#)

In the event that a school has a surplus teacher or teachers for the 2024/25 school year, the Main Panel Application Form needs to be completed in respect of these surplus teachers who are either permanent or currently hold a CID in the school.

[Appendix F: Staffing Appeals Form](#)

The Primary Staffing Appeals Board operates independently of the Department of Education and will review appeals for the 2024/25 school year on the basis of the criteria set out in Section 4.4 A to G of the Staffing Circular. The first meeting of this board will take place in March 2024 and the closing date for submissions for this meeting is **29th February 2024**.

Further meetings will take place in June and October and closing dates for these meetings will be notified through the OLCS in due course.

Appeals should be submitted on the standard application form , stating clearly the criterion under which the appeal is being made. Envelopes should be marked " Staffing Appeals " and should be sent to Primary Teacher Allocations Section, Department of Education, Cornamaddy, Athlone, Co. Westmeath. The standard application form is available at Appendix F.

[Appendix G: CID Declaration Form 24](#)

Schools are required to notify the Department about teachers in their schools who have been awarded a Contract of Indefinite Duration (CID) before the 2023/2024 school year. This does not apply to CID holding teachers who have since taken up permanent positions in the school.



[Appendix H: Form CID APP \(2024/2025\)](#)

This form should be completed in respect of a teacher who may be entitled to a Contract of Indefinite Duration (CID). A teacher may have an entitlement to a CID under the terms of Circular 0023/2015 if they have completed two years of continuous service in the school and a viable post is available for the following year in the school. A viable post is generally a career break, a secondment or indeed a permanent vacancy. Appendix H will require to be completed in respect of such teacher, naming the viable contract available next year. CPSMA has created a short [podcast](#) in relation to CID's which may be of assistance, or members can contact one of our advisers on 01-6292462 to discuss the matter further.

[EAL: Form Prim-EAL 2024/24](#)

Schools with EAL needs should complete and submit Form Prim – EAL 2024/25 before **29th February 2024**. Where a school is not satisfied with the Department's decision on its application, an appeal may be submitted to the Primary Staffing Appeals Board on Appendix F (D). These appeals will be considered at the June and October Appeals Board meetings.

[Projected Enrolment Posts: Form ProjEnrPost 2024/25](#)

Schools may apply for an additional mainstream post where the enrolment on 30th September 2024 is projected to exceed the enrolment on 30th September 2023 by a minimum numerical increase and by having a stipulated excess of students above the required appointment figure, details of which are set out in Section 1.3 of Circular 11/2024. This application must be on Form ProjEnrPost 2024/25 and submitted by **29th February 2024**.

Teacher Supply Panels

Teacher supply panels are continuing for the 2024/25 school year and schools will be notified further in this regard later in the school year.

Principal Release Time Posts

Each school with a teaching principal will have 37 release days in the 2024/25 school year and schools with one special class will have 4 additional release days. Clusters for principal release days will cease at the end of this school year. These posts are fixed term and must be filled in accordance with redeployment arrangements. i.e. they cannot be filled until the Main Panels have cleared and permission has been granted to advertise fixed term positions in the Diocese. Please note that as mentioned previously, Principal Release and SET hours may be combined to create a full time SET post.

Notification of Vacancies

All schools must notify their vacancies to their Panel Operator by **29th February 2024**. This includes permanent vacancies, fixed term positions and specified purpose vacancies which are for the duration of the full school year. After this date, the school is required to notify the Panel operator and the Department within 5 days of the vacancy becoming known to the school.

Recruitment

Boards of Management may **not** commence a recruitment process for a permanent or fixed term teaching vacancy until the Department is satisfied that these vacancies are not required for redeployment purposes. Schools will be informed when advertising may commence.





Principal and Deputy Principal appointments

Principal and Deputy Principal appointments are not subject to redeployment rules and must be filled through open competition in accordance with [Circular 0044/2019](#). If a Principal or Deputy Principal is appointed from within a school, the remaining vacancy must be filled through the redeployment arrangements.

CID holders

CID holders must remain in their own school as long as there is a vacancy, either permanent or fixed term available in their school.

Filling a provisionally approved post

These posts should not be filled on a permanent basis from 1st September 2025, unless there is a permanent / CID holding teacher due to be redeployed through the Main Panel. Otherwise, these posts should be filled on a temporary basis until 25th October 2025.

Redeployment

[Redeployment Arrangements for 24/25 school year](#) are set out in FAQ format. Further guidance in relation to engagement with the panels will be provided to schools in the next edition of the CPSMA Newsletter.

Imlitir 20/2024: An Scéim Aitheantais Scoileanna Gaeltachta

Is féidir le bun scoileanna agus scoileanna speisialta a bhfuil sa Scéim Aitheantais teacht le chéile i gcnuasaigh agus a gcuid uaireanta tacaíochta teanga don Ghaeilge a chur le chéile chun poist teagaisc buana lánaimseartha a chruthú don scoilbhliain 2024/25. Don bhliain 2024/25, is ceadmhach do scoil/cnuasach uaireanta do Mhúinteoirí Oideachais Speisialta agus/nó laethanta scaoilte príomhoide a chomhcheangal leis na huaireanta tacaíochta teanga don Ghaeilge chun post buan lánaimseartha a dhéanamh.

Tá Foirm Iarratais do Chnuasach Scoileanna ar fáil in Aguisín 3 den imlitir agus ar láithreán gréasáin na Roinne. Ní mór an Fhoirm Iarratais do Chnuasach Scoile a sheoladh chuig aog@education.gov.ie faoi 12 Márta 2024.

Child Safeguarding Statement

Boards of Management are required to annually review their Child Safeguarding Statement, in line with the Children First Act 2015 and the [Child Protection Procedures \(Revised 2023\)](#). This review is normally required to take place before 11th March each year.

CPSMA created a 15 minute [Podcast](#) in the last school year, which will be of assistance to schools completing their annual Child Safeguarding Statement review.

Additional Resources referenced in the podcast include a [staff child protection quiz for school personnel](#), and [prompts for seeking feedback from parents and pupils](#).

It is important that schools use the [Mandatory Template 2](#) for reviewing the Child Protection Statement and [Mandatory Template 3](#) for notifying the school community of the fact that this review has taken place.



Tusla Mandated Assisting Protocol

Schools are often contacted by Tusla for assistance in Child Protection cases. CPSMA would like to draw the attention of schools to the [Tusla Mandated Assisting Protocol](#) which governs requests by Tusla for assistance from schools. This may provide some guidance to schools on the protocols to be followed by Tusla when making requests for mandated assistance from schools. If you require further information in relation to this area, please contact a CPSMA adviser for assistance on 01-6292 462 or info@cpsma.ie.



New Boards of Management Training

CPSMA has delivered training to Chairpersons with Principals throughout the country over the last few months. Training for boards has now been developed and will be made available to board members in the near future. Schools will be advised regarding the arrangements for training in their Diocese in the coming weeks.

In the meantime, it may be helpful for board members to listen to the CPSMA Podcast [An Introduction to Board of Management meetings](#), which is short but informative.

If any Chairpersons have not received their copy of the *CPSMA Guide for Chairpersons of Boards of Management in Catholic Schools*, they should contact their Diocesan Secretary in this regard.

Financial Support for Schools Unit (FSSU)

The FSSU has recently delivered Financial Training for Boards of Management. Board members, and Treasurers in particular, may find it helpful to listen to their [Board of Management Webinar](#).

School Inspections

The Guide to School Inspections has recently being updated by the Department of Education and members should be aware of the latest version of this [Guide to School Inspections \(January 2024\)](#).

CPSMA Art Competition 2024

It's that time of year again and the CPSMA Art Competition 2024 is open again for entries. Closing date is **22nd March 2024** and entries should be posted to CPSMA at New House, St. Patrick's College, Maynooth Co. Kildare. We have prizes galore – so get the children drawing, painting, cutting, sticking and having fun. All details and entry forms are available at [CPSMA Art Competition 2024](#).



Outdoor Education

Schools may be interested in the fact that the Minister for Arts, Heritage and the Gaeltacht has issued a licence for school teachers allowing them to collect frog spawn for use in the class-room. A copy of the Licence can be obtained at [Outdoor education licence for frogspawn](#).



Employee Assistance Scheme

Employee Assistance Service – Information Session (30 Minutes)

The EAS provides in-the-moment mental wellbeing support and advice to all school staff on a range of issues including wellbeing, bereavement, conflict and mediation, with short-term counselling also available. The EAS is a free, fully confidential service that supports school staff and their immediate families as they work through any personal or work-related concerns. The service is provided by Spectrum.Life and funded by the Department of Education.

The EAS is much more than just a counselling service and this presentation will talk you through some of the wellbeing benefits, how you can access it and who can access it from your family. This presentation is less than 30 minutes long.

Please note that this session is open to all school staff to attend. Please see below dates. Please click on the zoom link below the date to attend. You can access through your browser, there is no need to download the application.

- Monday 4th March 2024, 4:30pm: <https://us02web.zoom.us/j/84615289469>
- Tuesday 4th June 2024, 4:30pm: <https://us02web.zoom.us/j/84615289469>

Recent Circulars

- [50/2023](#) Unpaid Leave for Medical Care Purposes for Registered Teachers employed in Recognised Primary and Post Primary Schools
- [1/2024](#) Cost of living measure to support increased school running costs in 2024
- [4/2024](#) Extension to the Waiver of Abatement of Public Sector Pensions under Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.
- [5/2024](#) Teacher Fee Refund Scheme 2023
- [7/2024](#) Leave Entitlements for School Secretaries employed in Recognised Primary and Voluntary Secondary and Community and Comprehensive Schools
- [15/2024](#) Domestic Violence Leave for School Secretaries covered by the terms of the 2022 Workplace Relation Commission (WRC) Agreement, employed in Recognised Primary and Voluntary Secondary and Community and Comprehensive Schools
- [16/2024](#) Unpaid Leave for Medical Care Purposes for School Secretaries covered by the terms of the 2022 Workplace Relation (WRC) Agreement, employed in Recognised Primary and Voluntary Secondary and Community and Comprehensive Schools
- [12/2024](#) The General Data Protection Regulations (GDPR) – Responsibilities of Data Controllers in respect of the Occupational Health Service (OHS)
- [13/2024](#) Sick Leave Scheme for Registered Teachers Employed in Recognised Primary and Post Primary Schools
- [14/2024](#) Sick Leave Scheme for Special Needs Assistants Employed in Recognised Primary and Post Primary Schools
- [2/2024](#) (Primary) Special Education Teacher (SET) allocation model and the calculation of the SET allocation for each school from the 2024/25 school year
- [11/2024](#) Staffing arrangements in Primary Schools for the 2024/25 school year

