



Newsletter

No. 82 May 2025

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Dear Members

The first message from our new Pope Leo XIV wished us all peace:

"Peace be with you. Dearest brothers and sisters, this was the first greeting of the risen Christ, the good shepherd who gave his life for the flock of God. I, too, would like this greeting of peace to enter your hearts, to reach your families and all people, wherever they are; and all the peoples, and all the earth: Peace be with you."

CPSMA also wishes you all peace and happiness despite this being one of the busiest school terms ever, as you create memories for our school children with tours, sports days, walks, picnics, outdoor learning, matches, end of year celebrations and of course graduation ceremonies. These days will be remembered fondly by everyone in the school community, especially with the sun shining so beautifully.

It is also a busy time for school leaders with report writing, recruiting, summer programmes, building projects and emergency works over the summer. If we can assist with any of these matters, please contact us on 01-6292462 or email us on info@cpsma.ie and we will do our best to help.

1. CPSMA Training

CPSMA has prepared a number of supports for schools which may be of assistance at this time.

a. Bí Cineálta – Video for Boards of Management

This short video outlines the key messages and intentions of the Bí Cineálta framework. It has been developed to support management boards in preparing to implement the Bí Cineálta procedures. The video is available at the following link: [CPSMA Video for Boards of Management](#)

Tá leagan Gaeilge den fhíseán ar fáil freisin, agus moltar go láidir é a roinnt leis an mBord Bainistíochta más cuí. Cuirfidh sé ar chumas scoileanna Gaeltachta agus lán-Ghaeilge, chomh maith le scoileanna eile ar mian leo é, an t-ábhar seo a phlé trí mheán na Gaeilge: [CPSMA-Físeán don Bhórd Bainistíochta](#)

b. Special Class/ Buildings Webinar

This recorded video presentation with Education Adviser Donal Ó Murchú and Noel Merrick from JMB Buildings Section, deals with Special Classes from the perspective of buildings. It is available to view on the following link [Special Classes and Buildings \(Spring 2025\)](#)

c. Climate Action Summer Works Scheme

This podcast deals with the application process for the Climate Action Summer Works Scheme 2026 and the accompanying padlet contains the relevant resources for this application .

[Climate Action Summer Works Scheme 2026](#)

[Climate Action Summer Works Scheme Resources](#)

d. Health and Safety

There is a presentation and a padlet of materials here for schools in relation to Health and Safety. It includes details of the BeSMART on-line tool for schools.

These can be viewed at: [HSA school-inspections-compliance-and-beyond](#)

e. Recruitment

At this time of year, it may be helpful to access some of our short podcasts or webinars relating to specific aspects of recruitment. If you would like to discuss a recruitment matter, please call us at 01-6292462 or email info@cpsma.ie.

Short Webinars on Recruitment

1. [Principal Appointments - Guidance for Chairpersons](#)
2. [Teacher Appointments - Preparation & Advertising](#)
3. [Teacher Appointments - Shortlisting](#)
4. [Teacher Appointments - Interview](#)
5. [Teacher Appointments - Post Interview Administration](#)

* [Additional Appointment Resources](#)

Short Podcasts on Recruitment

1. [Teacher Recruitment - Advertising](#)
2. [Teacher Recruitment - Shortlisting](#)
3. [Teacher Recruitment - Interviews](#)
4. [SNA Recruitment - Appointment Procedures](#)
5. [SNA Recruitment - Shortlisting and Interviews](#)
6. [SNA Recruitment - Post Interviews](#)



2. School Tours

This time of year, school tours take place and the making of great memories for the children. Remember that inclusivity is not just a requirement for schools, it is also the responsibility of tour venues to provide inclusive and accessible tours for pupils with needs. With the best will in the world, school tour days can be hectic for teachers and children alike and the following checklists may be of assistance.

In advance of the School Tour

1. Check that the first aid kit is adequately stocked.
2. Ensure that the proposed venue is safe and suitable for the age-group.
3. Ensure that the board have discussed the tour for the purposes of ensuring adequate supervision for the destination and ages and needs of the children.
4. Send a detailed note to parents advising what the child needs to wear, how much food is necessary and if any money is required.
5. Ensure that there is a signed consent form in respect of each child and if not, give yourself time to make contact with the parent and follow up.
6. Have a system to notify parents of any changes to planned times for arrival back at school.
7. Make a list of all of the children with medicinal needs and liaise with parents to ensure that the children will have what they need on the day of the tour.
8. Advise parents as to whether the usual restrictions apply in relation to school lunches, especially where a child has a nut allergy in the class.
9. Remind parents and children that the normal school rules apply in relation to the use of phones and cameras and that the code of behaviour (which is there for the safety of the children) still applies to the pupils on school tour.
10. Compile a digital and paper list of emergency contacts for pupils and staff.

On the day of the School Tour

1. Ensure that the class teacher has a digital and paper list of emergency contacts for pupils and staff, including numbers for the bus company and the principal/chairperson.
2. Ensure that the class teacher has a digital and paper list of the names of the children on the tour on the day.
3. Provide the teacher with an emergency fund for unforeseen expenses.
4. Ensure that all necessary medications and EpiPens, if required, are securely packed in the teachers tour bag.
5. Ensure that the First Aid kit and water is brought in the tour bag.
6. Ensure that the teacher has a phone that is charged, and also a charged powerbank.
7. Remind the children that the school rules (which are there for their safety) still apply on school tour days, especially in relation to the use of phones and cameras.
8. Discuss any safety hazards in advance with the children and again on the day.
9. Ensure that every child knows what to do or where to meet, if he or she becomes lost or separated from the group during the day.
10. Bring a set of spare clothes, if possible, to leave on the bus.
11. Bring a notebook, pen and a whistle!
12. And after all that ... Bain taitneamh as an lae!



3. Redeployment of Teachers ([Circular 0011/25](#))

The Main Panel has now issued in each Diocese and the Panel Operators can see how many teachers are listed on the Main Panel and how many vacancies there are in the Dioceses. It's important therefore, that even a late notification of a retirement or resignation, should be notified to the Diocese within 5 days, to keep the system fully informed.

Schools which have notified their Diocese of permanent vacancies will have been forwarded a list of the teachers on the Main Panel, who are available for redeployment. Schools have three options for filling a permanent vacancy;

1. A teacher can be selected directly from the Main Panel, without an interview process.
2. Where there is more than one teacher on the Main Panel, the board of management can send a request by email, inviting some, or all, of the teachers on the Main Panel to interview. A teacher must respond to an invitation to interview, within three calendar days. The school is required to fill the post from the cohort of teachers called to interview.
3. Finally, schools have the option of using a website (www.educationposts.ie or www.staffroom.ie) as a way of engaging with the Main Redeployment Panel. If using this option, it is restricted to a school's own Panel/Diocese, so teachers can only respond to expressions of interest from within their own relevant panel area.

Teachers are given 5 days to express an interest. In addition to any teacher that expresses an interest in the post, the school may consider other teachers on the Main Panel (who had not responded with an expression of interest). The filling of the post in this manner may be done with or without an interview process, but boards have the right to interview, if they so wish.

If no teachers on the relevant Main Panel express an interest in the post, the school is required to extend the period of time for seeking expressions of interest by an additional 2 calendar days. If at that stage, there are still no teachers who have expressed interest in the post, then the school should inform the Panel Operator.

[Redeployment Arrangements at Primary Level for Surplus Permanent and CID Holding Teachers](#) sets out the details for engaging with the Main Panel (including the required wording for any advertisements). If this is your first time engaging with the Main Panel, please contact us at the office to discuss any questions you have.

All teachers on the Main Panel must be redeployed before permission will be given by the Department of Education to fill remaining permanent vacancies or fixed-term teaching vacancies. When the Panel Operator is satisfied that there are enough positions available to redeploy all teachers on the Main Panel, schools will then be permitted to proceed to advertise any fixed term positions which had been notified to the Diocese. Any such fixed term positions must be filled in accordance with [Circular 0044/2019](#).

The Supplementary Panel in each Diocese will come into operation, when the Main Panel is cleared. Teachers on the Supplementary Panel will get preference for any remaining permanent positions in the Diocese, through a similar process to that which operated for the Main Panel. It is important to note that the Supplementary Panel may not be used for fixed term vacancies. Supplementary Panel rights expire after the first working day in November (03/11/2025).

When both the Main and Supplementary Panels have cleared, any permanent vacancies not required for CID holding teachers or teachers entitled to a CID, should be filled in accordance with Circular 0044/2019.

Schools with vacancies are required to engage with the Panel before 27th May 2025.

CPSMA has devised a short Recruitment Stages Checklist (see [CPSMA Guide for Chairpersons of Boards of Management in Catholic Schools](#), Appendix 6, p. 34) which may be of assistance. (Leagan Gaeilge [anseo](#)).

4. SNA Redeployment

The Department of Education have announced a new redeployment scheme for Special Needs Assistants. The details of this scheme are currently being worked on and we will advise schools when further clarification has been given. We have been advised that it will not affect recruitment this season.



5. Criteria for enrolment in special classes for children with developmental language disorder or speech sound disorder

([Circular 0024/25](#))

The purpose of this circular is to advise schools with special classes for children with developmental language disorder (DLD) or speech sound disorder (SSD) of unknown origin of the Department of Education's revised criteria for enrolment in these special classes. These new criteria are set out in Circular 0024/25 in Section 3 on pages 2 and 3.

A prioritisation matrix with associated guidance is available to assist in the prioritisation of places for children with the greatest educational needs and in line with the criteria. [Link to Matrix and Guidelines.](#)

NCSE will provide information webinars on the change in criteria and guidance on the implementation of the prioritisation matrix for schools. The online webinars will be available to all schools who provide DLD/SSD classes. Schools will receive notification from the NCSE of these sessions separately.

Special classes for children with DLD/SSD are attached to mainstream primary schools. Applications to establish such classes are considered by the special educational needs organiser (SENO) and those meeting the criteria for establishment are approved by the National Council for Special Education (NCSE). The following conditions apply to these special classes:

- A full-time teacher is assigned to each class, and classes operate with a reduced pupil-teacher ratio of 7:1, with SNA support allocation of .33.
- A minimum number of five eligible children is required for a school to retain a DLD/SSD class.
- Eligible children may spend up to two years in such classes. Where a second year is required, reapplication is not necessary to access the class.
- An enhanced capitation grant of €960 is paid in respect of each pupil enrolled in these classes.

6. Say Yes to Languages Module ([Circular 0031/25](#))

The Say Yes to Languages module sets out to give teachers and pupils a taste of what it means to integrate additional languages alongside English and Irish. In this context, Say Yes to Languages aims to:

- raise awareness of the importance of modern foreign language education to build transversal skills
- prepare the ground for the implementation of the redeveloped Primary Language Curriculum.
- encourage uptake of foreign languages at post-primary level
- support implementation of Languages Connect, Ireland's Strategy for Foreign Languages in Education 2017-2026
- improve literacy in English and Irish

The range of languages chosen by schools over the last four years has included Arabic, Chinese, French, German, Hebrew, Irish Sign Language, Italian, Japanese, Lithuanian, Polish, Portuguese, Romanian, Spanish, Tamil, and Ukrainian.

Where no capacity exists as yet within the school, schools will identify and secure foreign language teaching capacity within the wider community (e.g. a visiting language teacher, a foreign language assistant from a post-primary school).

Training sessions are provided by Post-Primary Languages Ireland (PPLI)/ Languages Connect to all teachers/tutors delivering the module, while information sessions are also facilitated for hosting teachers and other school representatives. Awareness raising packs are also sent out to all participating schools to complement the teaching resources.

The module is available to pupils in 5th and 6th class, and participating schools are eligible for a grant from the Department of Education of €500 per classroom, up to a maximum of €1,000 per school.

Further information and application forms are available in Circular 0031/2025.

Please note that the deadline for application is 5pm on 21 May 2025. Queries can be directed to the PPLI/ Languages Connect Primary team by emailing primary@ppli.ie.



7. Update to the capturing/entry of pupil ethnicity to the Primary Online Data (POD)

To keep POD and PPOD in line with the recommendations from the Central Statistics Office, the categories of ethnicity are being updated based on the latest Census 2022. Schools should note the inclusion of two additional categories recommended by CSO.

While it will now be mandatory for schools to provide a value for ethnic/cultural background for new entrants to their school, the right of parents/guardians to not provide ethnic/cultural background for their children remains unchanged. The main difference is that a blank or missing value will no longer be acceptable, in place of explicitly returning “no consent” if that is the case.

Enhanced capitation rates exist for pupils of certain ethnic/cultural backgrounds. As such it is vital that this information is captured accurately and returned to the Department. In addition, the department will have additional reporting/monitoring requirements under the upcoming National Equality Data Strategy that requires it to ensure that its data on ethnic/cultural background is accurate. The UN’s Sustainable Development Goal (SDG) 4 also requires reporting on ethnic and cultural minorities in educational setting.

Schools may email POD@education.gov.ie or contact the POD helpdesk at 01-8892311.

8. Occupational Injury Leave ([Circular 0013/25](#))

Under the Occupational Injury Leave Scheme, leave with pay may be granted by the employer, to a teacher who has been certified as medically unfit for work due to a physical injury sustained as a result of an accident in the actual discharge of their duties, including approved school activities; which was not due to negligence on the part of the teacher, and by some injury solely attributable to the nature of their duty which has been established by the employer as an Occupational Injury.

For further information on Occupational Injury Leave for teachers, please refer to [Circular 0013/2025](#) titled “Occupational Injury Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools.

The application for Occupational Injury Leave should be made by the teacher to their employer as soon as possible, but no later than **one week** (7 calendar days) of the injury occurring, using the Application Form at Appendix A of Circular 0013/2025.

For further details contact: Teacher/SNA Terms & Conditions, Department of Education, Cornamaddy, Athlone, Co. Westmeath N37 X659 Email: teachersna@education.gov.ie Phone: (090) 648 3734

9. Climate Action Summer Works Scheme ([Circular 0029/25](#))

The purpose of the CASWS is to devolve funding to individual recognised primary, special school and post-primary school authorities to undertake small-scale building works which can be carried out during the summer months or at other times that avoid disrupting the operation of the school.

Applications submitted by schools must comply with all the terms and conditions of the Scheme (attached to [Circular 0029/25](#)). Schools will be invited to submit their proposals on-line using the Esinet portal. As in previous years, the Esinet platform that schools currently use to make payroll returns has again been extended to facilitate an online CASWS Application Scheme. As in previous years, paper-based applications will not be accepted under any circumstances.

The closing date for receipt of all applications under this Scheme is 5:30pm on 30th June 2025. Commensurate with the level of funding set aside for the Scheme, applications will be assessed as outlined in Section 3 of the Scheme’s Terms and Conditions. Schools may apply for one project only.



10. DE Circulars

- 13/2025** [occupational-injury-scheme-for-registered-teachers-employed-in-recognised-primary-and-post-primary-schools/](#)
- 15/2025** [revision-of-teacher-salaries-under-the-public-service-agreement-2024-2026-effective-from-01-march-2025/](#)
- 16/2025** [revision-of-salaries-for-special-needs-assistants-snas-under-the-public-service-agreement-2024-2026-effective-from-01-march-2025/](#)
- 18/2025** [revision-of-salaries-of-clerical-officers-and-caretakers-employed-under-the-1978/1979-scheme-under-the-public-service-agreement-2024-2026-2/](#)
- 20/2025** [revision-of-salaries-for-school-secretaries-previously-grant-funded-effective-from-01-march-2025/](#)
- 22/2025** [postgraduate-certificatediploma-of-teacher-professional-learning-for-teachers-working-with-students-with-special-educational-needs-autism/](#)
- 23/2025** [review-of-enrolment-in-a-special-class/](#)
- 24/2025** [criteria-for-enrolment-in-special-classes-for-children-with-developmental-language-disorder-dld-or-speech-sound-disorder-ssd/](#)
- 25/2025** [information-in-relation-to-standardised-testing-and-other-matters-academic-year-2024/25-and-subsequent-years/](#)
- 27/2025** [allocation-of-assistant-principal-posts-2025/2026](#)
- 29/2025** [multi-annual-climate-action-summer-works-scheme-casws-2026-onwards/](#)
- 30/2025** [costais-dfhoirgnimh-bhunscoile-agus-iar-bhunscoile](#)
- 31/2025** [yes-to-languages-primary-languages-sampler-module/](#)
- 33/2025** [update-to-the-capturing-entry-of-pupil-ethnicity-to-the-primary-online-data-pod-and-the-post-primary-online-database-ppod/](#)
- 34/2025** [graduate-certificate-in-autism-education-for-teachers-working-with-autistic-pupils-in-special-schools-special-classes-or-as-special-education-teachers-in-mainstream-primary-and-post-primary-schools-2025/2026/](#)
- 35/2025** [post-graduate-diploma-programme-of-teacher-professional-learning-for-special-education-teachers-2025/2026/](#)



11. DE Publications

[briefing-for-ministers-2025](#)

[insights-nurturing-english-as-an-additional-language](#)

[special-classes-for-children-with-developmental-language-disorder-dld-or-speech-sound-disorder-ssd/](#)

[occupational-injury-leave-for-teachers](#)

[minutes-from-the-expert-group-on-student-participation-meetings](#)

Queen of the May

Many of us recall the tradition of a May altar in our schools and homes and indeed many of our schools and homes continue this tradition of honouring Our Lady, which has been passed down through the generations. A May altar is popular with children and can be simply created with a statue or image of Our Lady on a small table or windowsill, with some wild flowers and a candle.



Employee Assistance Service

The Employee Assistance Service is a free and confidential service that provides wellbeing support to teachers, SNAs and all school staff. This service is provided by Spectrum. Life.

Your Employee Assistance Service is available
24/7, 365 days a year, providing*:

- ✓ Online Cognitive Behavioural Therapy
- ✓ 'In The Moment' Support
- ✓ Referral to Counselling



Scan the QR Code
to head to our app



*On the initial contact, our case manager will complete a quick assessment and when appropriate, referral to short term counselling will be made.

Register for your wellbeing app:

<https://wellbeingtogether.spectrum.life/login> | Organisation code: yLVIIU17

SMS

Text 'Hi' to 087 145 2056

WhatsApp

Text 'Hi' to 087 369 0010

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