



## IMPORTANT DATES



### Circular 0013/2013 Staffing Arrangements in Primary Schools for the 2013/2014 School Year and NCSE 01/13

<p><b>Friday, 15<sup>th</sup> February 2013</b></p>	<ul style="list-style-type: none"> <li>• Circular 0013/2013 published.</li> </ul>
<p><b>Immediate</b></p>	<ul style="list-style-type: none"> <li>• Notify your Diocesan Secretary of any impending <b>permanent</b> and <b>fixed term</b> vacancies as a consequence of             <ul style="list-style-type: none"> <li>a) the staffing schedule or</li> <li>b) any other reason known at this stage e.g. retirement, career break , secondment etc.*</li> </ul> <p>Subsequent permanent and fixed term vacancies must be notified within <b>5 working days</b> of the vacancy becoming known to the Chairperson or Principal.*</p> </li> <li>• Check mainstream staffing levels regarding posts for 2013/2014 school year (Appendix A)</li> <li>• Check entitlement to Admin Principal/Admin Deputy Principal (Appendix B)</li> <li>• Check GAM/EAL allocation (Appendix C):             <ul style="list-style-type: none"> <li>- Where there is no change to the GAM/EAL hours in any school within an existing cluster, the existing cluster will remain in place for the 2013/2014 school year.</li> <li>- Where there is a change in the GAM/EAL allocation for <u>any</u> of the schools involved in an existing cluster the existing cluster is regarded as ceased.</li> <li>- Commence the process of clustering GAM /EAL hours into full-time posts. These full-time posts will be <b>permanent posts</b>. Schools decide which school is the base school. The clustering of schools GAM/EAL hours must be complete by Friday, 15<sup>th</sup> March 2013. The base school must notify the Department on <b>Form GAcluster 2013</b> (Appendix D) of new clustering arrangements for GAM/EAL hours.</li> <li>- Where a decision is taken locally with the agreement of <u>all</u> schools involved in a GAM/EAL cluster to end a cluster arrangement the alternative cluster arrangement must be notified to the Department immediately and in any event no later than Wednesday, the 6<sup>th</sup> March 2013</li> </ul> </li> <li>• Schools that are applying for developing posts should do so now even though the closing date for applications is Friday, 3<sup>rd</sup> May 2013</li> </ul>
<p><b>Wednesday, 6<sup>th</sup> March 2013</b></p>	<ul style="list-style-type: none"> <li>• Notify the Department of the alternative GAM/EAL cluster arrangement where a decision has been taken locally with the agreement of <u>all</u> schools involved in a GAM/EAL cluster to end the cluster arrangement</li> </ul>
<p><b>Friday, 15<sup>th</sup> March 2013</b></p>	<ul style="list-style-type: none"> <li>• Base school must notify the Department on <b>Form GAcluster2013</b> (Appendix D) of new clustering arrangements for GAM/EAL hours.</li> <li>• Department led clustering process will be initiated, where appropriate, with any remaining GAM/EAL hours in schools that have not been clustered.</li> <li>• The Staffing Appeals Board will be holding its meetings in March, June and October. The closing date for submission of completed appeal forms for the March meeting is Friday, 15<sup>th</sup> March 2013.</li> <li>• <b>Schools that have surplus permanent /CID holding teachers should arrange for the completed Redeployment Panel Application Form(s) in Appendix E to be returned to the Department on or before 15<sup>th</sup> March 2013.</b></li> <li>• Schools to submit applications for teaching and SNA supports to SENO.</li> </ul>

<b>Mid April 2013</b>	<ul style="list-style-type: none"> <li>• Department to publish the Redeployment Panels by mid April.</li> </ul>
<b>Friday, 3<sup>rd</sup> May 2013</b>	<ul style="list-style-type: none"> <li>• Submit applications for an additional teaching post(s) on developing grounds to the Primary Allocations Section. Refer to Section 1 Circular 13/2013 for developing school criteria for the 2013/2014 School Year.</li> </ul>
<b>Friday, 31<sup>st</sup> May 2013</b>	<ul style="list-style-type: none"> <li>• Schools have until 31<sup>st</sup> May to fill their vacancies from the Redeployment Panels. - Thereafter Panel Officers will be appointed to facilitate redeployment of surplus permanent/CID holding teachers.</li> </ul>
<b>May/June onwards</b>	<ul style="list-style-type: none"> <li>• Schools with base resource posts are listed at Appendix C. NCSE approved allocations should issue in May/June 2013. Schools unable to access surplus teaching capacity in these full time base posts will be allocated mainly part-time temporary resource hours.</li> </ul>
<b>Friday, 25<sup>th</sup> October 2013</b>	<ul style="list-style-type: none"> <li>• The date until which schools that are given provisional approval for a permanent teaching post(s) on the basis of projected enrolments must keep open one vacancy (permanent or temporary). Schools to which this typically applies will have been provisionally approved for <ul style="list-style-type: none"> <li>○ <i>a developing schools post</i></li> <li>○ <i>a post approved under the staffing appeal criterion for small schools</i></li> <li>○ <i>a post approved under the staffing appeals criterion for EAL support</i></li> </ul> </li> </ul>
<b>Monday, 4<sup>th</sup> November 2013</b> <i>i.e. the first working day in November</i>	<ul style="list-style-type: none"> <li>• Latest date for filling a permanent post on a permanent basis. Thereafter, a permanent post may be filled only on a fixed –term basis (and in accordance with the terms of Circular 0013/2013) unless the appointee is a permanent/CID holding teacher from a redeployment panel.</li> </ul>
<b>Tuesday, 31<sup>st</sup> December 2013</b>	<ul style="list-style-type: none"> <li>• Agreement to end a GAM/EAL cluster arrangement must be notified to the Department by 31<sup>st</sup> December 2013 for the 2014/2015 school year.</li> </ul>

\*Copies of the written notice sent to the Diocesan Secretary should be retained by the Board of Management as it may be required by the panel officer later in the year.