



Newsletter

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Please photocopy and distribute to members of the Board of Management (BoM). A copy has been sent to the Principal. This Newsletter is also available on the CPSMA website at www.cpsma.ie

PROCUREMENT- ELECTRICITY

**** URGENT** ELECTRICITY CONTRACTS**URGENT****

The National Procurement Service (NPS) recently ran a procurement competition on behalf of 1,870 schools (1,100 CPSMA members). The results of this competition indicate that the majority of these schools can achieve significant electricity savings over the next two years.

The NPS has sent contracts and supporting information to each school included in the competition via email from the email address schooelectricity@opw.ie.

The BoM is now advised to check its e-mail system for an e-mail from schooelectricity@opw.ie as it contains a copy of the proposed contract (one page/double sided) and important supporting information such as unit rates (cent/kWh), standing charge etc. Analysis will also be provided on the potential savings/cost reductions arising from the NPS competition against current supply costs.

Boards of Management should note that competition rates are confidential and commercially sensitive and must not be divulged to a third party.

What do schools now do?

Each BoM should review the pricing options. It should be noted that there has been an increase in electricity rates since October 1st 2013. For the purposes of comparing rates, it is important that a bill for the period post October 1st 2013 is used.

If the Board wishes to proceed with the contract, it should print, complete, sign and return a hard copy of the contract on/before **Wednesday, December 4th** to: National Procurement Service, C/O Kenneth Shanley, Office of Public Works Head Office, Jonathan Swift Street, Trim, Co. Meath.

Contracts will commence on January 1st 2014. These contracts will operate for a two year period. The winning suppliers may be in contact with schools for a meter reading. The NPS provided a guide to reading meters as part of its previous e-mail to each school.

Queries in regard to this information should be directed to the NPS using schooelectricity@opw.ie.

APPLICATION FOR ACCESS TO THE SUPPLEMENTARY PANEL

The Department of Education and Skills (DES) has published *Circular 0057/2013 – Panel access for fixed-term/temporary (this includes substitute) and part-time teachers to the Supplementary Redeployment Panel for the 2014/15 school year*. Both the Circular and an accompanying Frequently Asked Questions (FAQ) document are available to members at www.cpsma.ie (Panel).

Friday, 13th December 2013 is the closing date for receipt of applications for access to the Supplementary Panel. The DES has indicated that no late applications will be considered.

A copy of *Circular 0057/2013* should be given to all temporary, substitute and part-time teachers in the school.

INCLUSIVITY IN PRIMARY SCHOOLS

The Minister for Education and Skills launched a consultation process on inclusiveness in “stand- alone schools” in September 2013. The term “stand- alone school” was used in the *Report of the Forum on Patronage and Pluralism in the Primary Sector* (Forum Report) (published in April 2012) to refer to approximately 1,700 schools which are located at least 3km away from another primary school. The Government’s response to the Forum Report (Published in June 2012) stated that there would be a further process of consultation on the recommendations of the Forum Report concerning “stand alone schools”. The Minister was seeking submissions on the following:

- Views on the relevant recommendations made in the Forum Report, in particular how these recommendations could be translated into practice in ways which both take account of the ethos and traditions of existing schools and ensure respect for the rights of those of different traditions;
- Any concerns arising from the recommendations in the Forum Report;
- Examples of best practice on promoting inclusiveness in schools;
- Other views on making primary schools more inclusive and welcoming places for all children from the local community.

The closing date for receipt of submissions was November 22nd 2013. The views expressed by those who have made submissions will help shape Government policy and will input into the preparation of a White Paper in 2014. Members are encouraged to read the joint submission of CPSMA and Catholic Schools Partnership (CSP) which may be accessed at www.cpsma.ie (Submissions section).

CPSMA and CSP, in collaboration with diocesan advisers for primary schools, are currently working on a set of guidelines on best practice with regard to the inclusion of all students in Catholic primary schools. Members will be updated when this work is complete.

CATHOLIC SCHOOLS WEEK 2014

Catholic Schools Week will take place from Sunday January 26th Sunday February 2nd 2014.

Catholic Schools: Places of Faith and Learning was chosen as the theme for 2014 to highlight that all learning takes place in a values context. This means that all education involves an education in values; in other words, education is never simply about transmitting simple facts. During Catholic Schools Week, Catholic schools will celebrate their identity as Catholic schools.

The resource material will be delivered to schools in January and will also be available online at www.catholicbishops.ie/catholicschoolsweek.

REGISTRATION WITH THE TEACHING COUNCIL

Circular 0052/2013- Procedures on Commencement of Section 30 in Recognised Schools confirms that the commencement date for Section 30 of the Teaching Council Act, 2001 is the 1st November 2013 but Section 30 will not take effect until **28th January 2014**.

The circular explains the employment consequences for qualified and unqualified people employed in teaching posts in recognised schools who are unregistered on or after 28th January 2014. The circular also provides guidance for a BoM in relation to registration requirements when recruiting a teacher and the procedures to be followed by the BoM where a teacher is unregistered on or after 28th January 2014.

Circular 0052/2013 should be read in conjunction with *Circular 0025/2013-Requirement for Teachers in Recognised Schools to Register with the Teaching Council*.

Circulars 0025/2013 and 0052/2013 may be accessed by members at www.cpsma.ie (Circulars section).

REINSTATEMENT OF THE MINOR WORKS GRANT AND SUMMER WORKS SCHEME

CPSMA welcomes the reinstatement of the Minor Works Grant and the Summer Works Scheme, having campaigned hard for their reinstatement.

The DES has indicated that the Minor Works Grant will be paid to schools in the coming weeks.

Circular 0059/2013, Summer Works Scheme (SWS) 2014- Scheme of Capital Grants for Small Scale Works, sets out the application process and the terms and conditions of the scheme. The purpose of the Summer Works Scheme is to provide funding to individual 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.

The BoM should note that “No alteration, extension or replacement of the school building and/or grounds shall be undertaken by the Board unless and until such have been approved in writing by the Patron and Trustees.” (*Boards of Management of National Schools Constitution of Boards and Rules of Procedure 2011, pg 26*).

Schools may apply for one small scale project only. Applications for the SWS are required to be made online through the Esinet platform that schools currently use to make payroll returns. Paper based applications will not be accepted. The deadline date for receipt of applications is **Tuesday, 10th December 2013**. The BoM is encouraged to submit its application in advance of the deadline date, where possible.

A Freephone service has been put in place by the DES to assist schools with any queries on the SWS, including completion of the application form. This Freephone service is available daily between the hours of 10am -1pm and 2pm-4.30pm. The Freephone number is **1800 200 955**.

WEATHER PROTECTION MEASURES

The “Be Winter Ready” 2013-2014 information campaign was launched on the 11th November last. There is a dedicated website; www.winterready.ie. On this website, under the heading “Schools”, advice can be found on a range of issues including school closures, contacting parents, making up for lost days etc. Members will find a link to the above website at www.cpsma.ie.

Schools are reminded that the decision to close the school on health and safety grounds is a matter for the BoM. The BoM should refer to **Circular 0034/2011-Standardisation of the School Year in respect of Primary and Post Primary Schools for the years 2011/12, 2012/13 and 2013/14** for guidance in relation to making up for time lost due to unforeseen closures.

Members are also referred to Allianz publications; *Protecting your School from Fire and Weather Related Losses* and *Protecting Your School Property from Frost and Freeze Related Losses* which are available at www.cpsma.ie.

CLUSTERING ARRANGEMENTS FOR SHARED GAM/EAL POSTS

Schools are reminded that once a GAM/EAL cluster has been established any future change to the cluster combination *can only be made* if:

1. There is a change in the GAM/EAL hours for any one of the schools in the cluster in a subsequent school year or
2. All schools in the cluster agree to end the cluster arrangement.

Agreement to end the cluster arrangement must be notified to the DES by **Tuesday, 31st December 2013** for the 2014/2015 school year (*Circular 0013/2013-Staffing arrangements in Primary Schools for the 2013/14 school year*).

RECENTLY ISSUED CIRCULARS

0060/2013- Public Procurement

0059/2013- Summer Works Scheme (SWS) 2014-Scheme of Capital Grants for Small Scale Works

0058/2013- Home School Community Liaison Scheme -Assignment of Home School Community Liaison Co-Ordinators within DEIS Schools

0057/2013- Panel access for fixed term /temporary (this includes substitute) and part time teachers to the Supplementary Redeployment Panel for the 2014/15 School year

0053/2013- Travel Pass For 2014

0052/2013- Procedures on Commencement of Section 30 in Recognised Schools

Copies of the above circulars should be made available to all members of the Board of Management and to relevant staff, including those on leave of absence. The above circulars can be accessed at www.cpsma.ie (Circulars section).

HAPPY CHRISTMAS



CPSMA wishes all members of Boards of Management and those in the school community a happy and holy Christmas. Your commitment and hard work on behalf of the pupils in our schools is much appreciated. We look forward to working with you in 2014.

CPSMA CHRISTMAS OFFICE CLOSURE

The CPSMA central office in Maynooth will close for Christmas holidays on Friday, 20th December 2013 and will re-open on Tuesday, 7th January 2014.