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SCHEDULE I

APPROVED REGULATIONS FOR SCHOOL COMMITTEES

(See rules 14 and 15)

Regulations as to the Constitution and Procedure of the Committee of the.....National School.

- | | |
|---------|--------------|
| Co..... | Roll No..... |
|---------|--------------|
1. The Committee shall consist of (a) members who shall be elected by (b)
(a) Insert number of members.
(b) Give particulars.
 2. The following are the present members of the Committee:— (c)
(c) Insert names and addresses of members
 3. National school teachers are not eligible for membership of School Committees.
 4. Vacancies on the Committee may be filled by co-option after due notice has been given to each member of the Committee, and subject to the approval of the Minister in each case.
 5. The Committee shall appoint one of its members to act as Secretary.
 6. The Committee shall nominate a suitable person to act as manager of the school, and may, at a meeting duly summoned for that purpose, remove the manager and appoint another. The manager is the person who is charged with the direct government of the school, the appointment of teachers subject to the approval of the Minister, their removal and the carrying on of the necessary correspondence with the Minister.
 7. The Committee shall meet at least once a year. A special meeting of the Committee may be held at any time on the written requisition of members. Due notice of each meeting, and of the business to be transacted thereat, shall be given to each member. members shall form a quorum.
 8. The members present at any meeting shall appoint a chairman of that meeting. Every question shall be decided by a majority of votes of the members present and voting.
 9. The names of members present and their voting upon the question shall be recorded.
 10. In case of an equality of votes, the chairman shall have a second or casting vote.
 11. The proceedings of the Committee shall not be invalidated by any vacancy or vacancies in their number, provided that a quorum is present.
 12. The proceedings of each meeting shall be recorded in a minute book, to be kept by the secretary, and the first business of each meeting after the appointment of a chairman shall be the reading, consideration, and signing of the minutes of the previous meeting.

SCHEDULE II

SCHOOL ATTENDANCE ACT, 1926

Transfer of pupils to whom the Act applies, from one National School to another, and the Duties of Principal Teachers under the Act.

1. Attention is drawn to the provisions of subsection (4) of Section 6 and of Section 15 (1), (2), (3) and (4) of the Act as follows:—

Section 6(4) "The parent of a child to whom this Act applies may transfer the child from one national school to another national school at any time either with the consent of the Minister or when the transfer is made because of a change of the ordinary residence of the child, but in any other case a child to whom this Act applies shall only be transferred from one national school to another national school on or at the first opportunity after one of the following days, that is to say, the 1st day of January, the 1st day of April, the 1st day of July, or the 1st day of October".

Section 15 (1) "The principal teacher of every national and other suitable school at which any children to whom this Act applies are enrolled or attending shall communicate at the prescribed times and in the prescribed manner to the respective enforcing authorities of the several school attendance areas in which such children respectively reside the prescribed particulars of every such child who is absent from such school and the prescribed particulars of such absences.

(2) "The principal teacher of every national or other suitable school shall on demand supply in the prescribed form to any enforcing authority the respective ages as stated in the school registers of all or any of the children attending such school and the prescribed particulars of the attendances and absences from such school of all or any of those children who are children to whom this Act applies.

(3) "When a child to whom this Act applies is removed from a national or other suitable school, the principal teacher of such school shall on demand give to the parent of such child a certificate in the prescribed form stating the period during which such child was attending such school, the number of attendances and absences of such child at or from such school during the prescribed portion of such period, and the class in the school in which the child was placed for instruction immediately before his removal from the school, and the parent of the child shall exhibit such certificate to the principal teacher of any national or other suitable school to which he applies for the admission of the child.

(4) "The principal teacher of every national or other suitable school shall, at the beginning of every quarter commencing on the 1st day of January, the 1st day of April, the 1st day of July, or the 1st day of October, furnish to the Secretary of the Juvenile Advisory Committee for the place where the school is situate, or, if there is no such Committee, to the nearest local office of the Minister for Industry and Commerce, the names and addresses of all children attending the school who will attain the age of fourteen years during such quarter."*

2. A child to whom the Act applies and who is regularly transferred from one national school to another in accordance with subsection (4) of Section 6 of the Act, should be admitted to, and enrolled in, the school to which the child is transferred, whether or not the Certificate under subsection (3) of Section 15 is available at the time of transfer.

* The functions of the Minister for Industry and Commerce under Section 15(4) of the School Attendance Act, 1926, have been transferred to the Minister for Social Welfare.

3. The attendances of children enrolled during the course of a quarter in contravention of subsection (4) of Section 6 of the Act shall be excluded in calculating the average attendance and average enrolment at the national school to which they are irregularly transferred for the particular quarter and for any year, including that quarter.

4. When a child is transferred from one national school to another, the principal teacher of the school in which the child was formerly enrolled should enter on the first weekly Return furnished thereafter to the Enforcing Authority the name of the child and a statement in the last column "transferred to..... National School." Similarly the principal teacher of the school to which the child has been transferred should enter the child's name with a statement "transferred from..... National School".

5. (a) The returns under subsection (4) of Section 15 are furnished to enable the Juvenile Advisory Committee and the local officers of the Department of Social Welfare to communicate with the parent or guardian of every child of fourteen years of age who is leaving school with a view to registering the child for employment. When it is known that a child proposes to remain at school for at least another year the principal teacher should give this information on the return so that the issue of the invitation to register may be deferred.

(b) It is important that the return be sent at the beginning of every quarter in respect of every national school. Even when no pupil of the school will reach the age of fourteen years in a particular quarter the return should be sent with "Nil" noted thereon in the first column.

6. Principal teachers must comply strictly with the requirements of Section 15 of the Act in furnishing the prescribed returns on the appropriate forms and at the appointed times.

SCHEDULE III

THE USE OF NATIONAL SCHOOLS IN CONNECTION WITH
THE ELECTION OF MEMBERS OF THE OIREACHTAS

The following sub-sections of the Electoral Act, 1923, apply to the use of national schools in connection with elections of members of the Oireachtas:—

*Use of Schools
and
public rooms*

30. (1) The returning officer at any election may use, free of charge, for the purpose of taking the poll at such election, any room in a school receiving a grant out of moneys provided by the Oireachtas, and any room the expense of maintaining which is payable out of any local rate, and may defray any expenses incurred by the person or body of persons, corporate or incorporate, having control over the same on account of its being used for the purpose of taking the poll as aforesaid.

30. (3) A candidate at any election shall be entitled, for the purpose of holding a public meeting in furtherance of his candidature, to the use at reasonable times between the receipt of a writ for the election and the day of the poll of a suitable room in any public elementary school situated within the constituency for which he is a candidate.

Provided that this sub-section shall not authorise the use of any room used as part of a private dwellinghouse nor authorise any interference within the school hours of an elementary day or evening school.

Provided also that charge may be made to cover any actual and necessary expenses incurred by the local education authority, or by the managers of the school, in respect of the preparation of the room before the meeting for the purposes of the meeting and after the meeting for school purposes, and for heating, lighting, and cleaning the room.

30. (4) If by reason of the use of any room under sub-section (1) or (3) of this section any damage is done to such room, or to the building of which it forms part, or to the furniture, fitting or apparatus of such room or building, the damage shall be defrayed by the returning officer or by the person by whom, or on whose behalf, the meeting is convened as the case may be.

30. (6) A person having charge of a school adjoining or adjacent to, or forming part of a church or a convent or other religious establishment may, within twenty-four hours after receiving notice from the returning officer or a candidate of an intention to use such school or any part thereof for the purposes of this section, object to such use by sending a statement of such objection to the returning officer. Any objection made under this sub-section may, on the application of the returning officer, be over-ruled by the Minister for Local Government if he thinks it right so to do, but unless and until such objection is so over-ruled, no part of the school referred to in such objection may be used under this section by the returning officer or any candidate.

SCHEDULE IV

THE REID BEQUEST

The scheme* for the administration of the funds held under the Will of the late R. T. Reid, Esq., LL.D., of Bombay, was by approval of the High Court of Justice dated the 31st July, 1934, amended to read as follows:—

"A."

Every three years commencing on the 1st day of July, 1920, the Senior Inspector for the County of Kerry shall select six of the most efficient national schools attended by boys in the said County and the income of the said Stock applicable hereto and the said Cash shall be distributed annually among the said schools. The amount to be allocated to each such school during the said period of three years shall be fixed by the said Inspector with the approval of the Department of Education for Saorstát Eireann and shall be applied for the purpose of assisting boys of limited means to attend the schools more effectually by providing such pupils with books and clothes or by the payment of money for the use and benefit of such pupils.

The distribution of any money so allocated to each school shall be entrusted to the manager thereof and it shall be the duty of such manager after consultation with the teachers to select the pupils to whom such awards shall be made.

At the end of each year the manager shall submit and vouch an account of all sums expended under this Scheme for audit by the Inspector.

The mode and condition of distribution by the manager shall be such as shall be recommended by the inspector from time to time and approved by the Department of Education for Saorstát Eireann.

All awards to pupils shall be determinable at any time in case of immoral behaviour, negligence in attendance or gross incapacity.

"B."

(This Section of the Scheme applies to Candidates admitted to the Training Colleges in any year after the 1st day of July, 1931).

Prizes of Twenty Pounds each (payable in two equal annual instalments) shall be awarded each year to the five best male candidates from the County Kerry competing at the Leaving Certificate (Secondary Branch) examination of that year who are successful in gaining admission to one of the Training Colleges for the training of National School teachers recognised by the Department of Education for Saorstát Eireann.

The method of selection shall be according to merit as determined by the Department of Education in its absolute discretion.

These prizes shall be paid out of the income of the said Stock applicable hereto and the said Cash. If any portion of income of this fund shall be unapplied in any one year the Department of Education for Saorstát Eireann may either apply it towards granting an additional prize or prizes in any subsequent year or in increasing the amounts of prizes already awarded or may invest same to the credit of this fund in which case the income arising therefrom shall be applied towards the purposes set out in part "B" of this Scheme. If at any future time the income of the fund shall increase or diminish the Department of Education for Saorstát Eireann shall be empowered to increase or diminish the amount of the above prize rateably.

"C."

(This section of the Scheme came into operation on the 1st day of July 1934).

This scheme should be read and construed as if the expression "Minister for Education" were substituted for the expressions "Department of Education for Saorstát Eireann" and "Department of Education" together with such consequential modifications as may be necessary.

Two Reid Exhibitions of the value of Forty Pounds each per annum, or one of Eighty Pounds per annum at the discretion of the Department of Education for Saorstát Eireann tenable for not more than four years may be awarded to male students past or present or teachers (natives of the County Kerry) of any of the Training Colleges recognised by the Department of Education for Saorstát Eireann who shall have matriculated in Dublin University and entered Trinity College, Dublin, to enable them to proceed to their Degree in Arts in the said University provided that any Exhibitioner who shall fail in any year to pass the examination or examinations necessary to proceed to his next College year shall thereupon forfeit all right to any future payment of such exhibition.

The exhibition shall be awarded by the Department of Education for Saorstát Eireann according to merit as shall be determined by the Department of Education in its absolute discretion provided however that in case no male student or teacher of sufficient merit shall be available for an award of an exhibition then vacant the Department of Education for Saorstát Eireann may in such case award the exhibition to a female student past or present or teacher who shall fulfil the necessary conditions and who shall be deemed by them to be of sufficient merit PROVIDED ALSO that in case no application shall have been received on the 15th day of October in the year in which an award of an Exhibition then vacant is to be made from a Student of Trinity College, Dublin, the Department of Education may in such case award the Exhibition to a male or female student past or present or teacher (such student or teacher being a native of Kerry) who shall fulfil the necessary conditions and who shall be deemed by the Department to be of sufficient merit and also shall have been matriculated in the National University of Ireland and shall have entered one of the Constituent Colleges of the said University. Such exhibition or exhibitions shall be awarded upon the same terms and shall be subject to the same conditions as an exhibition awarded in Trinity College.

These exhibitions shall be paid out of the income of the said Stock applicable hereto and the said Cash. If any portion of the income of this fund shall be unapplied in any one year the Department of Education for Saorstát Eireann may either apply it towards granting an additional exhibition or exhibitions in any subsequent year or increasing the amount of exhibitions already awarded or may invest same to the credit of said fund in which case the income arising therefrom shall be applied towards the purpose set out in Part "C" of this Scheme. If at any future time the income of the fund shall increase or diminish the Department of Education for Saorstát Eireann shall be empowered to increase or diminish the amount of the above exhibitions rateably.

SCHEDULE V

TEACHERS' RESIDENCES

1. The following regulations apply to a teacher's residence erected with the aid of a State Grant:—
 - (i) It must be used exclusively for the occupation of the teacher or teachers actually for the time being in charge of the national school in connection with which it was erected, and must be rent free to such teacher or teachers.
 - (ii) Where it is vested in the Minister it is kept in repair by the Commissioners of Public Works.
2. Teachers' residences provided by loan under Acts 38 and 39 Vic., ch. 82, 1875, and 47 and 48 Vic., ch. 45, 1884, must be used exclusively for the accommodation of national school teachers. It is the earnest wish of the Minister that the residences should be rent free to the teachers.
3. Where an official residence is provided for a teacher, a caretaker's agreement between the manager and the teacher must be executed, and a duplicate sent to the Department (Primary Branch).

SCHEDULE VI

SCHEME FOR THE PROVISION OF FREE BOOKS FOR NECESSITOUS CHILDREN IN NATIONAL SCHOOLS

1. The State grant will be paid on the basis of the number of children enrolled in the second and higher standards in the school on the 1st July of the preceding school year. No grant will be payable in respect of children enrolled in infants' or first standards.

2. The grant will be paid, on application, to the manager, to be applied to the best advantage in the provision of school books for necessitous children attending the school.

3. The amount of the grant will, except as provided at (4) and (5), be calculated on the basis of one shilling per pupil on all pupils enrolled in second and higher standards.

4. No grant will be paid in respect of schools in which there are no children enrolled who are deemed to be necessitous for the purpose of this scheme. The Minister may, at his discretion, refuse a grant, or allow a reduced grant only, to a school in which the number of necessitous children enrolled is small or a school enjoying an endowment or other grants which may be applied in whole or in part for the provision of free books.

5. The Minister may, at his discretion, allow an increased grant to schools in Gaeltacht areas or in the County Boroughs in which at least 50 per cent of the pupils are deemed to be necessitous for the purpose of this scheme. The grant in such cases, however, may not exceed two shillings per pupil on the number of children enrolled in second and higher standards.

6. The principal teacher shall keep a record of the amount of the grant received and details of its disbursement.

7. Books supplied to necessitous pupils under this Scheme shall be deemed to be the property of the school.

8. Each pupil should be instructed to keep the books clean and have them covered. The books should be collected from each pupil at the end of each school year or when the pupil passes on to a higher standard or leaves the school.

9. In the operation of the scheme claims of very necessitous children such as those whose parents are in receipt of home assistance, widows' pensions or financial aid from charitable organisations, or are casual workers in receipt of very small wages, should be met as fully as possible before the claims of the less needy are considered.

SCHEDULE VII

SPECIAL OFFICIAL PROCEDURE IN CASES OF IRREGULARITIES IN SCHOOL RECORDS

Where the Minister is satisfied, from a report by an inspector that there is a *prima facie* case of deliberate irregularity on the part of a teacher, of such a nature that the true figures of enrolment of pupils or the true figures of attendance of pupils are not shown (whether the case is one of actual falsification of the records or failure to complete roll-call at the proper time or of irregular action under rule 65(5) or any other irregular action affecting the average enrolment or average attendance) with the result that payment of State grants might be made or has been made on the incorrect average enrolment or average attendance so produced the official procedure and action shall be as follows:—

- (a) Payment to any teacher concerned may be suspended under rule 108(2) from the date on which the *prima facie* evidence of the irregularity is first obtained.
- (b) Where criminal proceedings are instituted and the teacher is acquitted, or where criminal proceedings are not instituted, a full official enquiry will be held by two members of the higher inspectorate, at which the teacher may, at his own expense, be represented by a solicitor. The solicitor may advise his client and suggest questions to the presiding inspector to be put, at the latter's discretion, to a witness. The solicitor may also cross-examine any witness but the presiding inspector shall have full authority to disallow any question or questions as he may think fit.
- (c) If the Minister is satisfied, on consideration of the report of such an enquiry, that a teacher has been guilty of deliberate irregularities, as already indicated, the teacher will be dealt with in accordance with the terms of rule 108.

SCHEDULE VIII

INSURANCE OF NATIONAL SCHOOL TEACHERS UNDER
THE SOCIAL WELFARE ACTS

All lay persons serving as teachers in national schools whose total annual emoluments do not exceed £800 are insurable under the Social Welfare Acts. Enquiries in regard to insurance or other matters arising under the Social Welfare Acts should be addressed to the Secretary, Department of Social Welfare, Dublin.

SCHEDULE IX

GRANTS FROM STATE FUNDS TO THE STAFFS OF NATIONAL
SCHOOLS

A. Salary

(1) The following are the scales of annual salary payable from 1st February, 1964, to teachers in national schools, other than members of religious orders serving in capitation national schools:—

(a) *Trained Teachers*(i) *Married Men (Principals and Assistants)*

£750 by 5 increments of £28 to £890 by 5 increments of £34 to £1,060 by 5 increments of £39 to £1,255 by 2 increments of £45 to £1,345 per annum.

(ii) *Women and Single Men (Principals and Assistants)*

£605 by 5 increments of £22 to £715 by 5 increments of £27 to £850 by 5 increments of £31 to £1,005 by 2 increments of £35 to £1,075 per annum.

(iii) *Women serving as junior assistant mistresses in accordance with rule 90(1)*

£605 by 5 increments of £22 to £715 by 5 increments of £27 to £850 by 3 increments of £31 to £943 per annum.

Note: Single men teachers who qualified for recognition as trained teacher prior to 31st October, 1946, will be eligible, on reaching the maximum of the salary scale, for a further increment of £40 on completion of one year's satisfactory service.

(b) *Untrained Teachers (Principals and Assistants) who were appointed as such before 1st January, 1921*(i) *Married Men*

£685 by 5 increments of £29 to £830 by 5 increments of £38 to £1,020 by 5 increments of £45 to £1,245 per annum.

(ii) *Women and Single Men*

£540 by 5 increments of £24 to £660 by 5 increments of £28 to £800 by 5 increments of £33 to £965 per annum.

Note: Untrained teachers who were not appointed before 1st January, 1921, but who received qualification before that date may, as from 1st July, 1951, and subject to certain conditions, be granted payment of salary in accordance with this scale.

(c) *Untrained Teachers (Principals and Assistants) first appointed on, or after, 1st January, 1921 (other than those included in (b) above)*(i) *Married Men*

£595 by 5 increments of £22 to £705 by 5 increments of £30 to £855 by 5 increments of £42 to £1,065 per annum.

(ii) *Women and Single Men*

£450 by 5 increments of £20 to £550 by 5 increments of £24 to £670 by 5 increments of £27 to £805 per annum.

(*Note:* Teachers recognised temporarily under Rule 78(2)(a)(ii) and (b) pending training, may not proceed beyond £530).

(d) *Junior Assistant Mistresses*(i) *Untrained, serving in accordance with rule 90(1)*

£450 by 5 increments of £20 to £550 by 5 increments of £24 to £670 by 5 increments of £27 to £805 per annum.

(ii) *Trained and Untrained, serving in accordance with rule 90(2)*

£450 plus £40 after five years' satisfactory service, to £490.

2 (a) A man teacher who marries on, or after, 1st January, 1950, is placed, as from the date of his marriage, at the point in the appropriate scale for married men teachers corresponding to the point which he has already reached in the scale for single men teachers.

(b) A serving man teacher who is qualified in accordance with the regulations receives a gratuity of £100 on transfer to the scale for married men.

A single man trained teacher, who qualified prior to 31st October, 1946, and who, after reaching the maximum of the salary scale receives a further increment (see note following (1)(a)(iii) above), will not be eligible, if he marries at a later date than four years after securing such further increment, to receive a gratuity of £100 on transfer to the scale for married men trained teachers.

- 3 A special increment of salary at the rate of £56 per annum is payable to all widow teachers in the service.
- 4 The amount of the annual increment awarded to a teacher whose figure of salary lies between two incremental points of the scale, shall be the amount appropriate to the lower of the two incremental points between which his figure of salary lies, provided that this does not raise his figure of salary above the figure which a teacher at the immediately higher point would receive on the award of a scale increment.
- 5 When the award of an increment would bring a teacher's rate of salary to a figure less by £3, or a smaller amount, than the appropriate maximum salary, the increment may be of such amount as to place the teacher at the maximum.

B. ANNUAL ALLOWANCE PAYABLE FROM 1st FEBRUARY, 1964 TO PRINCIPAL TEACHERS, TO VICE-PRINCIPAL TEACHERS AND TO TEACHERS HOLDING SPECIAL POSTS IN CAPITATION SCHOOLS.

(1) Principal Teachers

Category of school according to average enrolment

Annual Allowance payable

	£
Under 50	95
50 - 99	125
100 - 199	185
200 - 299	245
300 - 399	305
400 - 499	370
500 - 599	430

For each additional 100 units in category an additional allowance of £60 is payable.

- (2) Vice Principal Teachers 95
- (3) Teachers holding Special Posts in Capitation Schools 95

C. BONUSES PAYABLE TO TEACHERS WITH SPECIAL QUALIFICATIONS

- (a) Third year course of training completed before 31st December, 1956, or Teaching Diploma obtained after attendance at University lectures 16
- (b) Higher Certificate awarded under Rule 87 32
- (c) University Degree (Pass) 32
- Note: Not more than one of the bonuses at (a) to (c) may be held at one time.
- (d) Higher Froebel Certificate 14
- (e) Ardchastais (Gaeilge) awarded by the Minister 24
- (f) Higher Diploma in Education 16
- (g) Master's Degree (Pass) 16
- (h) Bachelor's Degree (Honours) and/or Master's Degree (Honours) and/or Higher Diploma (Honours) — one bonus of 17

Note: Any one or more of the bonuses under (d) to (h) inclusive may be held in addition to the bonus under (a) or (b) or (c) but the total amount payable in bonuses to any teacher may not exceed a rate of £65 per annum.

D. ALLOWANCES (NON-PENSIONABLE) IN RESPECT OF CHILDREN OF NATIONAL TEACHERS

The amount of a child's allowance shall be fixed from time to time by the Minister, with the concurrence of the Minister for Finance. The Regulations governing the award and payment of these allowances are set forth in Schedule X.

The annual allowance at present paid in respect of an eligible child is £32.

E. GRANTS FOR COOKERY, LAUNDRY OR DOMESTIC ECONOMY

A grant of £1 (subject to a minimum grant of £18 per class) may be paid in respect of each girl who is taught any of the above subjects, provided she has attended at least one-half of the minimum number of lessons which constitute the course. The grant is payable in respect of Cookery, Laundry and Domestic Economy classes in national schools and similar classes in vocational schools for national school pupils.

The following conditions apply to classes conducted in national schools:—

- (i) instruction must be given for at least five months in the school year. Classes should, as a rule, begin not later than 1st November,
- (ii) a class should normally be limited to 20 pupils but should not, in any event, exceed 24,
- (iii) a course in Cookery must consist of at least 25 lessons and a course in Laundry must consist of at least 20 lessons, and each lesson must be of not less than one-and-a-half hours' duration. A course in Domestic Economy must consist of not less than 25 lessons, of which at least 15 must be lessons in Cookery and six in Laundry,
- (iv) the grant may be reduced or withheld if suitable equipment is not provided or if the proficiency is not satisfactory,
- (v) the roll book must be marked on all days set down on the time-table for instruction in the particular subject before instruction begins,
- (vi) a small attendance of pupils or even the absence of the pupils on any occasion, does not relieve the teacher from the marking of the special roll for that day,
- (vii) an absence mark once entered on the rolls may not be erased, cancelled or altered in any circumstances whatever,
- (viii) to receive credit for attendance at a lesson in one of these subjects on any day except Saturday a pupil must be credited with an attendance or half-attendance, as defined in rule 56, for that day.

The following conditions apply to classes conducted in vocational schools for national school pupils:—

- (i) a course of instruction in Cookery or Domestic Economy shall extend over five months of the year and shall include not less than 25 lessons of one-and-a-half hours' duration each. Of the course in Domestic Economy at least 15 lessons shall be in Cookery and six in Laundry. A course of instruction in Laundry shall extend over five months of the year and shall include not less than 20 lessons of one-and-a-half hours' duration each,
- (ii) the attendance of girls at instruction must be recorded in special registers and attendance must be marked before the beginning of the lesson. To receive credit for attendance at a lesson on any day on which the national school was in operation a pupil must be credited at that school with an attendance or half-attendance as defined in rule 56 for that day,
- (iii) a class should normally be limited to 20 pupils, but should not, in any event, exceed 24.
- (iv) classes should, as a rule, begin not later than 1st November

F. CAPITATION NATIONAL SCHOOLS: GRANTS TO CONDUCTORS

(1) The following are the annual grants payable from 1st February, 1964:

	Minimum Rate		Maximum Rate	
	Each of the first 100 pupils	Each of the remaining pupils	Each of the first 100 pupils	Each of the remaining pupils
	£ s. d.	£ s. d.	£ s. d.	£ s. d.
Schools with an average attendance of 200 pupils or less	23 1 0	15 5 0	24 2 0	16 7 6
Schools with an average attendance in excess of 200 pupils	21 18 4	15 5 0	22 19 6	16 7 6

- (2) No school with an average attendance of pupils in excess of 200 units shall receive an amount of capitation grant less than the sum that would be payable if the average attendance were 200.
- (3) *Additional Capitation Grant in respect of Brother or Nun recognised as Extra Assistant.*
The rate of additional capitation grant payable in respect of a member of a religious community who is recognised as Extra Assistant is £605 per annum.
- (4) *Special Payments in respect of Lay Assistant Teachers.*
(a) Each lay assistant recognised continuously on the required minimum staff from a date prior to 1st April, 1921—£18.7.6 per annum; and
(b) Each lay assistant in excess of the number of Brothers or Nuns on the required minimum staff—£30 per annum.
- (5) *Increments of Capitation Grant.*
Each school having a capitation rate less than the maximum may reach that maximum by annual increments of 2s. 3d. subject to rule 140(2).
- (6) *Deduction from Capitation Grant.*
The uniform annual deduction in respect of each lay assistant on the recognised minimum staff referred to in rule 104(1) is £737.

SCHEDULE X

ANNUAL ALLOWANCES (NON-PENSIONABLE) IN RESPECT OF CHILDREN OF NATIONAL TEACHERS

REGULATIONS GOVERNING PAYMENT

(The regulations came into effect on 1st April, 1951)

SECTION A. PAYMENT DURING SERVICE AS A NATIONAL TEACHER.

1. An allowance in respect of each eligible child may be paid to serving national teachers who are either married men or widows, subject to these regulations.
2. Except as provided in paragraph 13(c) a child's allowance is not payable for any day or days in respect of which salary is not paid to the teacher by the Department. Payment of a child's allowance will not, however, be interrupted on account of a period of special sick leave without pay granted under rule 113(2).
3. A child's allowance will cease to be payable on the date on which the parent to whom these regulations apply ceases to serve as a national teacher, save where provision is made under these regulations for the payment of a child's allowance after the teacher's retirement or death.
4. A child shall not be regarded as an eligible child of a teacher for the purposes of these regulations unless the child is:—
(a) the child or step-child of, or child legally adopted under Section 9 of the Adoption Act, 1952, by the person to whom these regulations apply, and
(b) is dependent on such person, and
(c) (i) is not over 16 years of age, or
(ii) if over 16 years of age, is under 21 years of age and either is attending wholtime a school or college or is an invalid.
5. An eligible child shall cease to be regarded as eligible on legal adoption by a person to whom paragraph 1 above does not apply.
6. A payment period will, until further notice, be the six calendar months commencing on 1st April or 1st October in each year.
7. Except as provided in paragraph 8 the number of children's allowances which may be paid to a teacher for any day will be determined by the number of his/her eligible children, as defined in paragraph 4 above, on the first day of the payment period. The number of allowances so determined will not be varied during the payment period by reason of any increase or decrease in the number of eligible children which takes place after the first day of the payment period* Subject to the provisions of this paragraph, payment of an allowance for any day in a payment period can be made only if all the conditions for payment are fulfilled.
8. A teacher who is a widow may be paid a child's allowance in respect of each of her eligible children as from the day following the date of death of her husband or from the first day of service after she becomes a widow, whichever is the later, but an allowance will not be payable for a child born after the teacher becomes a widow and after the first day of a payment period, until the first day of the next following payment period.

A child born after the first day of a payment period will not be taken into account until the first day of the next payment period, and a child who ceases to fulfil any of the conditions of paragraph (4) after the first day of a payment period will continue to be taken into account up to the end of that payment period.

SECTION B. PAYMENT AFTER THE RETIREMENT OF A TEACHER.

9. (a) When a married man, or a widow, who has served as a national teacher after 31st March, 1951, retires with a pension or disablement gratuity in respect of service as a national teacher, allowances may, subject to the provisions of these regulations, continue to be paid to him/her in respect of his/her eligible children.
- (b) A child shall not be regarded as an eligible child of such retired teacher unless the child was, on the first day of the payment period within which the teacher retires, an eligible child of the teacher, subject to the exception that a child born between such first day and the date of the teacher's retirement shall be regarded as an eligible child from the first day of the ensuing payment period.
10. The continued payment of any allowances under the terms of paragraph 9 shall be subject to the conditions which apply to the payment of children's allowances to a serving national teacher, except that—
- (a) the requirement of receipt of salary as a national teacher by the parent for any day or days on which a child's allowance is payable shall not apply;
- (b) when a pension payable to a retired national teacher ceases otherwise than on the death of the pensioner, or when, in the case of a teacher who retired with a gratuity, the terms of paragraph 23 of the National School Teachers' Superannuation Scheme 1934, would have applied to him/her if he/she had retired with a pension, a child's allowance payable to him/her shall cease to be payable.

SECTION C. PAYMENT AFTER THE DEATH OF A TEACHER OR A RETIRED TEACHER.

11. (a) When a married man, or a widow, who has served as a national teacher after the 31st March, 1951,
- (i) dies while serving as a national teacher, or
- (ii) dies after retirement with a pension or disablement gratuity in respect of service as a national teacher,
- allowances may, subject to the provisions of these regulations, be paid in respect of his/her eligible children.
- (b) A child shall not be regarded as an eligible child of such teacher or retired teacher unless the child was an eligible child on the first day of the payment period within which such teacher or retired teacher ceases to be a serving national teacher, subject, however, to the exceptions that—
- (i) a child born between the first day of the payment period within which the teacher retires and the date of the teacher's retirement shall be regarded as an eligible child from the first day of the ensuing payment period, and
- (ii) a posthumous child of a teacher who dies while serving will be regarded as an eligible child of such teacher from the first day of the payment period following the date of the child's birth.
12. (a) The allowances payable in respect of the eligible children of a deceased married man who is survived by his widow shall be payable only to her, no allowance being payable for any child who is not dependent on her.
- (b) Allowances payable in respect of the eligible children of—
- (i) a deceased married man, who was pre-deceased by his wife, or
- (ii) a deceased married man, after the death of his widow, or
- (iii) a deceased widow who was a teacher or a retired teacher, shall be payable to the guardian of the children but allowances which had ceased to be payable to the widow on her re-marriage shall not on her death, be paid to a guardian.
13. The payment of any allowance under the terms of paragraph 11 shall be subject to the conditions set out in paragraphs 4 to 7 inclusive, except as indicated in paragraph 12 above, and to the following provisions:—

- (a) no allowances may be paid for children in respect of whom, for any reason, allowances formerly paid to the parent (teacher or retired teacher) ceased to be payable;
- (b) a child's allowance may be paid in respect of each of the eligible children of a deceased married man who was a teacher or retired teacher;
- (c) in the case of a widow whose husband was a teacher or retired teacher, and who is herself a teacher, payment of any allowances under the terms of paragraph 11(a) in respect of the eligible children of her deceased husband shall not be subject to the requirement of receipt of salary by her as a teacher;
- (d) allowances paid under paragraph 12(a) to the widow of a married man who was a teacher or a retired teacher shall cease to be payable on her re-marriage;
- (e) payment of a child's allowance to a guardian shall be subject to the giving of a written undertaking by such person that the allowance will be applied for the exclusive benefit of the child.

SECTION D. GENERAL PROVISIONS.

14. Any information which the Minister may require to satisfy himself that the conditions for payment of a child's allowance are fulfilled shall be furnished to him in such form and at such intervals as he may direct, by the person to whom the allowance is payable.
15. (a) Not more than one allowance may be paid under these regulations in respect of any child.
- (b) When provision is made for the payment of children's allowances out of State funds, or the funds of local authorities, or the funds of any board or body established by or under the authority of an Act of the Oireachtas, or any board or body receiving grants from State funds, in respect of any service rendered by a parent of any child or children to whom these regulations apply, the Minister may modify the provisions of these regulations in respect of such children and may withhold or reduce any child's allowance which would otherwise be payable under these regulations.*
16. Any question as to whether an allowance is payable in respect of any child, or as to the payment of a child's allowance for any period, or in regard to any other matter arising out of these regulations shall be decided by the Minister.
17. The annual allowance payable from 1st April, 1963, is £32.
18. Rule 134 of the Rules for National Schools applies to these regulations.

Note:— Payments under the Children's Allowance Acts, 1944 to 1952, will not be taken into account under this sub-paragraph, but account will be taken of the provision made for the payment of children's allowances to secondary and vocational teachers, civil servants, university staffs, etc., and the provisions made for the payment of allowances to children of deceased members of the Garda Síochána and the Defence Forces, etc.

SCHEDULE XI

GRANTS TOWARDS THE PROVISION OF A FIRST STOCK OF SCHOOL REQUISITES UNDER RULE 49

Average Enrolment	Amount of Grant £
50 or under	16
51 to 75	18
76 to 100	20

and an additional grant of £2 for each additional 25 units of average enrolment.
The grant towards the provision of cookery utensils is £35.

SCHEDULE XII

Grants towards the Cost of Heating and Cleaning National Schools under Rule 52.

- (1) The grants available towards the cost of the heating and cleaning of national schools are set out at (6) and (7) below.
- (2) The heating grant is related to the cost of the type of heating system in use; for grant purposes, three separate types of heating are recognised, viz., Low Pressure Hot Water, Electric Thermal Storage and Other.
- (3) The cleaning grant is related to the costs of materials and services. A higher grant is available in respect of schools where cleaners are regularly and constantly employed throughout the school year.
- (4) Where heating and cleaning services have not been satisfactorily rendered, the Minister may make a deduction from, or withhold altogether, the grant that would otherwise be available.
- (5) No heating and cleaning grant is payable in respect of any school the cost of the heating and cleaning of which is otherwise defrayed from State funds.

(6) MAXIMUM ANNUAL HEATING GRANTS

Category	System of Heating		
	Low Pressure Hot Water	Electric Thermal Storage	Other
One teacher	£ 11	£ 14	£ 8
Two teachers	19	23	15
Three teachers	25	30	21
Four teachers	33	35	27
Five teachers	41	44	33
	and so forth, allowing £8 for each additional teacher on the recognised staff.	and so forth, allowing £9 for each additional teacher on the recognised staff.	and so forth, allowing £6 for each additional teacher on the recognised staff.

Assembly Halls of £1,500 sq. ft. and over ... £28.

(7) MAXIMUM ANNUAL CLEANING GRANTS

- (a) Where a cleaner is regularly and constantly employed throughout the school year:—

Category	Materials	Services	Total
	£	£	£
One teacher	1	18	19
Two teachers	2	25	27
Three ..	3	34	37
Four ..	4	40	44
Five ..	5	46	51
Six ..	6	52	58
Seven ..	7	58	65
Eight ..	8	64	72
Nine ..	9	69	78
Ten ..	10	75	85
Eleven ..	11	81	92
	and so forth allowing £1 for each additional teacher on the recognised staff	(maximum)	plus £1 per additional teacher in respect of Materials

- (b) Where a cleaner is not regularly and constantly employed throughout the school year:—

Category
One teacher
Two teachers
Three "

Grant -
£8
£13
£16

plus £3 per additional
teacher on the
recognised staff

SCHEDULE XIII

SCHEME OF GRANTS TOWARDS THE COST OF PAINTING NATIONAL SCHOOLS (RULE 52(4))

1. Where the Minister is satisfied that the conditions set out in this scheme are fulfilled a grant of two-thirds of the expenditure incurred on painting the school premises internally and externally at regular intervals may be allowed, subject to the limitations indicated in the following table:—

Number of Classrooms	* Maximum Grant Allowable		
	External	Internal	Total for External and Internal Painting
	£	£	£
1	16	25	41
2	32	50	82
3	48	75	123
4	64	100	164
5	80	125	205
6	96	150	246
7	112	175	287
8	128	200	328
9	144	270	414
10	160	300	460

and so forth, allowing for every additional classroom an additional £16 for external painting and £30 for internal painting.

* Note: The scale of maximum grants set forth above is subject to review from time to time.

For grant purposes a domestic economy room or a science room will be regarded as a classroom.

For a school with seven or more classrooms to which is attached an assembly hall, the maximum grant may be increased by £33 for external painting and £133 for internal painting.

2. The scheme will operate initially for a trial period of five years from 1st April, 1962 and its operation will be reviewed at the end of that period.
3. The grants may be made in respect of all national schools, whether vested or non-vested, with the exception of schools which are vested in the Minister for Education. The cost of painting classrooms temporarily unused will be allowed to rank for grant purposes.
4. In the case of a non-vested school used for both national and secondary school purposes, the grant will be based on the number of classrooms in use for national school purposes only.
5. A grant for external painting may be allowed every four years and a grant for internal painting every eight years.
6. Grants for painting will be subject to the condition that the work shall have been done satisfactorily and that all other works of maintenance, including upkeep of school surroundings, playground, etc., and attendance to sanitation, have been properly executed entirely at local expense.
7. All works of painting, repair and maintenance must be carried out in accordance with the Department's standard specification.
8. All arrangements for the execution of the works and for payment of the contractor must be made by the manager. In no circumstances will the Department enter into correspondence with contractors.

9. * Managers should invite tenders from at least three contractors for painting works estimated to cost up to £500 and invite tenders by public advertisement in the newspapers for works estimated to cost over £500.
10. * Managers should enter into a formal contract for the execution of the works. The completion of the works in accordance with the Department's standard specification should be an express condition of the contract.
11. Application for grant must be made on the standard form of application (R.F.200) which may be obtained from the Department on request. The application must be supported by a voucher from the contractor indicating separately the expenditure on —
- (a) External Painting
 - (b) Internal Painting
 - (c) Repairs and Maintenance.

The application form and voucher must be submitted to the Department through the District Inspector unless special arrangements have been made to the contrary.

12. If the painting work has not been carried out satisfactorily, the Minister may make a deduction from, or withhold altogether, the grant which would otherwise be payable.
If all necessary works of repair and maintenance have not been carried out to the satisfaction of the Minister, the grant for painting will be withheld until they have been attended to.
13. Where schools are painted by means of voluntary labour, a grant of the vouched cost of the materials may be allowed subject to the limits set out in paragraph 1. All such work must be done to the Department's standard specification and the manager will be required to furnish a certificate to this effect.
14. No grant is payable in respect of expenditure on painting resulting from damage by fire.
15. The decision of the Minister on any matter arising out of this scheme (including the amount of grant to be allowed in any particular case) shall be final.

* Note: Paragraphs 9 and 10 do not apply where the work is done by means of voluntary labour.

SCHEDULE XIV

STAFFING OF INDUSTRIAL AND REFORMATORY NATIONAL SCHOOLS

A. Classification Schools

In Industrial and Reformatory National Schools in respect of which grants are paid on a classification basis, the provisions of rule 88 regarding the appointment of assistant teachers are modified by the substitution of the following figures of average enrolment for those specified in that rule:—

One assistant teacher	31 units
Two assistant teachers	61 "
Three " "	91 "
Four " "	121 "
Five " "	151 "
Six " "	181 "
Seven " "	216 "
Eight " "	251 "
Nine " "	286 "
Ten " "	321 "
Eleven " "	351 "

B. Capitation Schools

1. In Industrial and Reformatory National Schools in respect of which grants are paid on a capitation basis, the minimum staff required for the purpose of payment of the normal capitation grant is determined in accordance with rule 103(1). The Minister may, however, sanction the appointment in those schools of such number of extra teachers — to be known as "Extra Assistants" — as would bring the total staff to the number that might be recognised on the minimum staff if the figures of average enrolment in A above were substituted for the figures of average attendance set out in rule 103(1).

2. Where under the arrangement set out above, lay teachers are appointed as Extra Assistants in capitation schools, no deduction will be made from the Capitation Grant payable to the Conductors of the schools, in respect of the salary paid to these teachers. Where under this arrangement, qualified members of a religious community are appointed as Extra Assistants, an additional Capitation Grant at a rate equivalent to the minimum of the salary scale for trained women and single men teachers will be paid to the Conductors of the school in respect of each qualified member of the community so appointed.

SCHEDULE XV

STAFFING OF NATIONAL SCHOOLS FOR HANDICAPPED CHILDREN

National schools for handicapped children are divided for staffing purposes into four categories as follows:—

Category A — Blind and Partially Sighted, Emotionally Disturbed, Cerebral Palsy:

<i>Annual Average Enrolment</i>	<i>Staff Warranted</i>
Up to 15	Principal
16 to 20	Principal and Assistant
31 to 45	Principal and 2 Assistants
46 to 60	Principal and 3 Assistants
61 to 75	Principal and 4 Assistants
76 to 90	Principal and 5 Assistants

Category B — Deaf:

One teacher for each complete group of 10 pupils in average annual attendance.

Category C — Mentally Handicapped:

<i>Average Enrolment</i>	<i>Staff Warranted</i>
12 to 20	Principal
21 to 40	Principal and Assistant
41 to 60	Principal and 2 Assistants
61 to 80	Principal and 3 Assistants

and so on to 160 and thence by steps of 15, the required averages to be maintained for the periods stipulated in rule 88(3).

Category D — Other Special Schools for Handicapped Children:

<i>Average Annual Enrolment</i>	<i>Staff Warranted</i>
Up to 24	Principal
25 to 39	Principal and Junior Assistant
40 to 54	Principal and Assistant
55 to 74	Principal and 2 Assistants
75 to 99	Principal and 3 Assistants
100 to 124	Principal and 4 Assistants
125 to 149	Principal and 5 Assistants

SCHEDULE XVI

CIRCULAR 11/60 TO MANAGERS AND TEACHERS
TEACHING OF IRISH

With reference to Circular No. 16/59 relating to inspection, the Minister for Education desires to call special attention to the fact that in future a teacher's work in the teaching of Irish will be assessed as a whole and that there will not be separate assessments of Oral Irish and Written Irish. It should be understood, however, that the Inspector, when making his assessment of the work as a whole, will attach greater importance to Oral Irish than to Written Irish. In this connection the Minister wishes to stress his desire that the teachers should make every effort to advance as far as possible and as quickly as possible the speaking of Irish amongst their pupils. If, with this in view, a teacher is satisfied in relation to pupils whom he may have in a junior class in any year that, having regard to the level of their intelligence etc., he would be likely to make more progress with them in Oral Irish by transferring the emphasis from teaching through Irish to the teaching of Irish Conversation, then such teacher will be free to act accordingly. That of course will be on the understanding that his work in the case of Irish will be assessed principally from the point of view of the advance made by the pupils in the spoken tongue.

SCHEDULE XVII

The minimum figures of average enrolment required from 1st October, 1964, for the purposes of Rule 88(1) are as follows:—

a junior assistant mistress	36 units
one assistant teacher	60 "
two assistant teachers	90 "
	140 "
	200 "
	250 "
	300 "
	340 "
	350 "

an 11th assistant — an additional teacher from a 12th assistant to a 17th assistant and upwards —

required from 1st October, 1964,

	28 units
	45 "
second " "	80 "
third " "	125 "
fourth " "	180 "
fifth " "	230 "
sixth " "	280 "
seventh " "	320 "
eighth " "	330 "

and for each additional assistant teacher up to an 11th assistant — an additional 50 units, and for each additional assistant teacher from a 12th assistant to a 16th assistant — an additional 40 units. For a 17th assistant and upwards — add an additional 45 units for each teacher.

SCHEDULE XVIII

Provisions regarding Sick Leave applicable to Teachers recognised prior to 30th June, 1963, who did not opt for the Revised Provisions.

(See Footnote to Rule 112(3) and (4) and Rule 120(4)(a))

Rule 112

(3) (a) Payment of salary or other grants in respect of absence owing to illness cannot be sanctioned for more than six months continuously or for more than six months in any calendar year except as provided in subsections (b) and (c) of this section.

(b) In exceptional circumstances payment of salary or other grants in respect of absence for a further period of six months may be allowed subject to the provisions of subsection (c) of this section.

(c) Except as provided in section (4), payment cannot be made in respect of absence owing to illness if the teacher's absences with pay exceed in the aggregate fifteen months during the last four years of recognised service.

(4) If, on the expiration of the period of absence allowed under section (3), a certificate is furnished by a medical referee appointed by the Minister that the teacher is likely to be fit to resume his teaching duties at an early date, the Minister may allow payment of salary for an additional period of absence not exceeding six months. The medical fee and any travelling expenses incurred by the teacher in connection with the examination by the medical referee must be paid by the teacher.

Rule 120

(4) (a) When as a condition of payment of salary or other grants to a teacher absent owing to personal illness a substitute is employed, recoupment may be made to the teacher in respect of his payment to the substitute of an amount not exceeding two-thirds of the appropriate minimum rate, subject to the terms of subsections (b) and (c) of this section.

(b) When a substitute is employed during the absence of a teacher owing to personal illness prior to the date on which the substitute's employment is required under section (2) of rule 112, recoupment may be made to the teacher in respect of service given by the substitute provided the teacher's absence is covered by medical certificate. Recoupment cannot be allowed in respect of payment made by a teacher to a substitute during vacation or other pre-arranged closing but may be allowed in respect of payment for brief closings such as those mentioned in rule 59 or for periods of unforeseen and exceptional closings (epidemic, inclement weather, etc.) not exceeding one fortnight.

(c) Recoupment cannot be allowed when a teacher already employed in a recognised capacity in a national school acts as substitute for another teacher.

(d) Recompense under the provisions of (a) and (b) of this section will be made only on condition that the teacher applies to the Department therefor and forwards a receipt signed by the substitute showing that the latter has received from the teacher payment in respect of his service as substitute at a rate not less than the appropriate prescribed minimum.

Given under my hand and sealed with the Official Seal of the
Minister for Education, this 22nd day of January, 1965.

P. Ó MURRIGHILE,

Minister for Education.

I concur in the making of the Rules and Regulations, involving
finance, included in the foregoing Rules and Regulations.

Given under my hand and sealed with the Official Seal of the
Minister for Finance, this 11th day of February, 1965.

SÉAMAS Ó RIAIN,

Minister for Finance.