



Circular 0043/2014

**To: The Managerial Authorities of Recognised Secondary,
Community and Comprehensive Schools
and
the Chief Executives of Education and Training Boards**

Public Service Stability Agreement 2013 – 2016 (Haddington Road Agreement)

Teachers

Review of Usage of Croke Park Hours – Amendment to Circular 0025/2011

Introduction

1. Under the Public Service Stability Agreement 2013 – 2016 (Haddington Road Agreement), it was agreed that a review of the usage of the additional hours provided by teachers under the Croke Park Agreement would take place involving the Department of Education and Skills, the teacher unions and school management bodies. The purpose of this Circular is to notify managerial authorities and teachers of the outcome of that review.

Amendment to Circular 0025/2011

2. Arising from the review, the following text is inserted at the end of paragraph 5 of Circular 0025/2011:

“Having regard to the central purpose underlying the provision of additional time as set out in paragraph 1 above, an amount of time up to but not in excess of 5 hours (of the 33 hours) will be available for planning and development work on other than a whole-school basis and as approved by management.

The use of the 5 hours will be subject to appropriate verification and accountability. To this end, a template will be provided.

Paragraph 3(a) of Circular 0025/2011 will not apply to the delivery of these hours, save that they must be delivered outside of teacher timetabled hours for class contact and supervision/substitution and in tranches of no less than 30 minutes duration.

The timeframe for completion of this element will be determined by school management.”

3. This amendment to Circular 0025/2011 will take effect from the beginning of the 2014/15 school year.
4. The full revised text of the section of circular letter 0025/2011 dealing with additional time is attached for reference at Appendix 1.
5. A template for the verification of the 5 hour period is attached at Appendix 2.

Circulation and Queries

6. Please ensure that copies of this Circular are provided to all members of the Board of Management/ Education and Training Board and its contents are brought to the attention of all teachers in your employment including those on approved paid or unpaid leave.
7. This Circular can be accessed on the Department's website under <http://www.education.ie>.
8. Queries in relation to this Circular should be addressed to: hraqueries@education.gov.ie

Philip Crosby
External Staff Relations
12 May 2014

Appendix 1- Revised text regarding additional time from Circular Letter 0025/2011.

Additional time

1. The central purpose underlying the provision of additional time is to provide for essential activities as outlined in paragraph 5 below to take place without reducing class contact/tuition time. At present, schools lose tuition time in providing for these activities and it is intended that the use of these additional hours will eliminate that loss.
2. Over the course of the school year, the additional time provision amounts to 33 hours. Without prejudice to the provisions of paragraphs 5 and 6 below there will be consultation with the teaching staff at school level as to the optimum usage and scheduling of these hours in order to meet the requirements of the school and to significantly eliminate the erosion of class contact time.
3. The hours in question may be utilised by schools in the manner set out at (a) or (b) below or by a combination of (a) and (b).
 - (a) School management may designate the usage of the 33 hours in blocks of 1 or 2 hours (save in the case of additional parent/ teacher meetings where the existing time provisions set out in Circular M58/04 will apply). Except as set out at (b) below, these will be scheduled over the course of the 167 day school year and the time period should be scheduled outside the normal school hours.
 - (b) Where there is a consensus among the school staff to so do, school management may utilise all or part of the hours in question outside of the 167 days during which the school is open for tuition. Similarly, where there is a consensus, school management may utilise all or part of the hours in blocks of more than 2 hours over the course of the 167 day school year. In such event, the time period should be scheduled outside the normal school hours.
4. The quantum of the 33 additional hours available in the case of part-time teachers will be determined on a pro-rata basis.
5. School management may designate the use of the 33 hours to provide additional time to deal with some or all of the following items.
 - school planning and policy development (including subject planning)
 - staff meetings
 - parent teacher meetings (in line with the agreed formula for such meetings)
 - induction
 - nationally mandated inservice/ Continuous Professional Development eg. new programmes or syllabi
 - approved school arranged inservice/ Continuous Professional Development
 - appropriate further education activities as set out in Appendix 1
 - substitution and supervision (see paragraph 6 below)

Having regard to the central purpose underlying the provision of additional time as set out in paragraph 1 above, an amount of time up to but not in excess of 5 hours (of the 33 hours) will be available for planning and development work on other than a whole-school basis and as approved by management.

The use of the 5 hours will be subject to appropriate verification and accountability. To this end, a template will be provided.

Paragraph 3(a) of Circular 0025/2011 will not apply to the delivery of these hours, save that they must be delivered outside of teacher timetabled hours for class contact and supervision/substitution and in tranches of no less than 30 minutes duration.

The timeframe for completion of this element will be determined by school management.

6. The additional hours should be utilised for purposes of substitution and supervision only to the extent to which they are not fully utilised for the other purposes specified above. Teachers who are not contracted into the Substitution & Supervision scheme will have their residual hours designated for purposes other than substitution and supervision.
7. The 33 hours are over and above additional time provided for under existing agreements in relation to parent/teacher and staff meetings. In the case of staff meetings school management may utilise some of the additional hours to remove the 'half in' element of these meetings.
8. The usage of the additional hours will be outlined as appropriate in the school calendar which is made available to the school community at the commencement of each school year.

Appendix 2 – Template for verification of 5 hour period.

Croke Park Hours - Planning and Development Work - Meeting Record		
Subject Matter:		
Date:	Start Time:	Finish Time:
Present:		
What was discussed?		
What was decided?		
What action points were agreed, if any?		
Who will undertake these action points?		
Date of next meeting:		
Signed: 1.		
2.		
3.		
4.		
5.		