



**An Roinn Oideachais  
agus Scileanna**  
Department of  
Education and Skills

Circular 0040/2018

<b>TO BOARDS OF MANAGEMENT, PRINCIPAL TEACHERS AND TEACHING STAFF IN PRIMARY SCHOOLS</b>
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## **Release Time for Principal Teachers in Primary Schools**

### **Introduction**

The purpose of this circular is to set out the number of days that teaching principals may take as release time in a school year commencing from the 2018/19 school year.

This circular replaces Circular 0012/2016 in relation to the number of days that teaching principals may take as release time in a school year. However, the terms of Circular 14/01 "Release Time for Principal Teachers in Primary Schools" (other than Section 2.1) continue to apply.

### **Release Time for Teaching Principals in Primary Schools**

<b>Size of School *</b>	<b>Number of days release time</b>
Principal + 5 / 6	29
Principal + 3 / 4	23
Principal + 0 / 1 / 2	17

\* Under the terms of this circular, size of school refers to teaching principals, mainstream class posts, including developing school posts and mainstream class appeal posts and excludes ex-quota posts e.g. Special Education Teaching Posts, Special Class Posts, HSCL, etc.



**Corr na Madadh, Baile Átha Luain, Co. na hIarmhí, N37 X659**

Cornamaddy, Athlone, Co. Westmeath, N37 X659

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## **Posts to facilitate release time for Principals (Principal Release Time Posts)**

There will be an expansion to the existing pilot scheme that provides posts to facilitate Principals in taking their release time (Principal Release Time Posts) for the 2018/19 school year. Up to 50 principal release cluster posts will be put in place for the 2018/19 school year.

Schools may combine their principal release days into clusters so as to form a fulltime fixed-term post to cover each school's principal release days. As part of the clustering process, schools should agree a timetable for the teacher. This scheme is a school-led approach which will provide consistency in substitute cover for principal release days among all the schools in the cluster.

Principal Release Time Posts are fixed-term posts and should be filled in accordance with the published redeployment arrangements.

One school in the cluster must be nominated as the base school. This school will be the employing school for the teacher in the post. The post will not give rise to the payment of an increased allowance to the Principal or the creation of an Administrative Principal post or additional Posts of Responsibility.

Each cluster must contain a minimum of 175 days. Principal Release Time Posts with a combined entitlement of less than 183 days in the cluster must use casual substitution days to ensure the teacher employed in the cluster post achieves 183 working days in the school year.

Principal Release Time Posts with a combined entitlement of more than 183 days in the cluster may use normal casual substitution to cover the number of days in excess.

Participating Principals are required to record all release time absences on the On Line Claims System (OLCS) for days covered by the Principal Release Time teacher. Principals of the schools in each cluster are required to formally plan, coordinate and document the pattern of their release time absences.

As a shared post, teachers in Principal Release Time Posts may claim travel expenses.

The application form for Principal Release Time Posts is attached at Appendix A.

Paraic Joyce  
Principal Officer  
Teacher Allocations Section  
June 2018

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**Principal Release Time Post for 2018/19**

<b>School Name of the Base School for this post</b>	<b>Roll Number</b>
	<b>Email Address</b>
	<b>Phone No</b>

  

<b>School Address</b>

Return this form to:

Primary Teacher Allocations Section, Department of Education &amp; Skills, Cornamaddy, Athlone, Co. Westmeath N37 X659

**Notification of a new fixed-term post created by clustering Principal Release Time days**

	School Name	Roll Number	Number of Principal Release Days in the cluster
<b>Base School</b>			
2 <sup>nd</sup> school			
3 <sup>rd</sup> school			
4 <sup>th</sup> school			
5 <sup>th</sup> school			
6 <sup>th</sup> school			
7 <sup>th</sup> school			
8 <sup>th</sup> school			
9 <sup>th</sup> school			

10 <sup>th</sup> school			
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Form P.R.T.Cluster2018

### Declaration & Signature

I declare that the above information is correct and that I am in agreement with the proposed cluster arrangements for this post as outlined above.

Roll no. \_\_\_\_\_ Date \_\_\_\_\_ Contact No. \_\_\_\_\_  
*Principal of the base school in the cluster*

Roll no. \_\_\_\_\_ Date \_\_\_\_\_ Contact No. \_\_\_\_\_  
*Principal of the 2nd school in the cluster*

Roll no. \_\_\_\_\_ Date \_\_\_\_\_ Contact No. \_\_\_\_\_  
*Principal of the 3rd school in the cluster*

Roll no. \_\_\_\_\_ Date \_\_\_\_\_ Contact No. \_\_\_\_\_  
*Principal of the 4th school in the cluster*

Roll no. \_\_\_\_\_ Date \_\_\_\_\_ Contact No. \_\_\_\_\_  
*Principal of the 5th school in the cluster*

Roll no. \_\_\_\_\_ Date \_\_\_\_\_ Contact No. \_\_\_\_\_  
*Principal of the 6th school in the cluster*

Roll no. \_\_\_\_\_ Date \_\_\_\_\_ Contact No. \_\_\_\_\_  
*Principal of the 7th school in the cluster*

Roll no. \_\_\_\_\_ Date \_\_\_\_\_ Contact No. \_\_\_\_\_  
*Principal of the 8th school in the cluster*

Roll no. \_\_\_\_\_ Date \_\_\_\_\_ Contact No. \_\_\_\_\_  
*Principal of the 9th school in the cluster*

Roll no. \_\_\_\_\_ Date \_\_\_\_\_ Contact No. \_\_\_\_\_  
*Principal of the 10th school in the cluster*