



Department of Education and Science Primary Branch

To: Boards of Management and Principals of Primary Schools

- A. Appointment of Administrative Principals to Primary Schools**
- B. Release Time for Teaching Principals and the Provision of Substitute Cover to enable Teaching Principals undertake Administrative, Leadership and Management Functions**

1. INTRODUCTION

- 1.1 The Minister for Education and Science wishes to advise the managerial authorities of Primary Schools of changes in the number of teachers required for the appointment of administrative principals for the 2000/2001 school year.
- 1.2 The Minister also wishes to advise Boards that w/e from the 2000/2001 school year teaching principals shall be released from teaching duties for a specific number of days during the school year to undertake administrative leadership and management functions.

2. APPOINTMENT OF ADMINISTRATIVE PRINCIPALS

- 2.1 Administrative principals are currently appointed to primary schools with eight or more mainstream class teachers. In the 2000/2001 school year administrative principals may be appointed to all schools with seven mainstream class teachers. Accordingly, in the 2000/2001 school year principals in ordinary schools with an enrolment of 205 pupils and Gaelscoileanna with an enrolment of 186 pupils may become administrative principals.
- 2.2 The Department is aware that there are primary schools with Ex Quota posts but with less than seven mainstream class teachers where the principal is

currently teaching. In the 2000/2001 school year principals in ordinary schools with Principal plus eleven or more teachers including Ex Quota posts may be appointed as administrative principals.

3. RELEASE TIME

- 3.1 In the 2000/2001 and subsequent school years the managerial authority of a primary school may allow the teaching principal be released for the number of days as specified in Appendix A to undertake administrative, leadership and management functions. The Chairperson of the managerial authority in consultation with the principal shall determine at the beginning of the school year when the release time should be taken and a programme of duties to be undertaken during the release time.
- 3.2 Principals should at one Board of Management meeting annually submit a report on the use of the release time. A copy of the report should also be made available to the local Inspector. The Inspector may if deemed necessary consult with the Principal and Chairperson regarding the use of the release time.

4. PROVISION OF SUBSTITUTE COVER

- 4.1 The details regarding the number of substitute days cover provided is outlined in Appendix A. The managerial authority should ensure that where possible a qualified teacher is employed as a substitute.
- 4.2 Claims for the payment of the substitute teacher employed for the release of the teaching principal should be submitted as normal to the Primary Substitutes Payment Section of the Department. The reason for the employment of the substitute should be given as "Release time"

APPENDIX A

Size of School	Number of Days Substitute Cover per Year
P. +6	10 Days per Year
P. +5	10 Days per Year
P. +4	8 Days per Year
P. +3	8 Days per Year
P +2	6 Days per Year
P. +1	6 Days per Year
P.	6 Days per Year

D. Ó Riain,
Principal Officer.
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