



Circular Letter 43/2009

To: BOARDS OF MANAGEMENT OF POST-PRIMARY SCHOOLS AND THE CHIEF EXECUTIVE OFFICERS OF VOCATIONAL EDUCATION COMMITTEES
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Substitute cover for registered teachers employed in post-primary schools – Arrangements for the 2009/2010 School Year.

The review of supervision and substitution and related matters commenced following the October 2008 Budget announcement in relation to supervision and substitution and the subsequent circulars issuing in this regard.

The interim outcome of the review provides that the substitution cover arrangements introduced in January 2009 will continue for the 2009/2010 school year. These arrangements provide for an allocation of hours to individual schools to enable substitution cover for uncertified sick leave for teachers in post-primary schools and for official school business in post-primary schools.

1. Allocation of Hours:

Each post-primary school will be provided with a defined number of hours of substitution cover outside of the supervision and substitution scheme to provide cover for teacher absences arising from uncertified sick leave and official school business. This will be calculated on the basis of the number of pupils in a school with a minimum number of available hours for all schools with less than 100 pupils. Thus for the 2009/2010 school year 0.31 hours substitution cover will be allocated for each pupil in a school as per

the school's recognised pupil enrolment on the 30th September 2008. Examples are an allocation of 62 hours for a 200 pupil school and 124 hours for a 400 pupil school.

The allocation of substitution hours for secondary and community/comprehensive schools will be issued by the Teacher Allocation Section before the commencement of the new school year. It will be issued in an amended staffing allocation schedule and shall be titled "substitution". The "substitution" allocation will not be taken into account in calculating Posts of Responsibility. The claims for substitution for uncertified sick leave and official school business should be made from the part time hours allocation on the On Line Claim System.

Allocations to VECs will be provided in the normal way and will be calculated on the same basis.

2. Substitution Cover for Other Absences.

The existing arrangements for substitute cover for other absences of teachers from teaching duty will continue to apply.

3. Supervision/ Substitution Scheme.

The supervision/ substitution scheme will continue to operate and teachers who undertake the duties in accordance with the terms of the scheme will continue to receive the annual payment. School managerial authorities are requested to ensure that the supervision substitution scheme is operated to maximum effectiveness in all schools.

It should be noted that any unused portion of the grant money payable in a school year will be offset against the school's allocation for the following year. Each school will be required to submit a balancing statement regarding the usage of the supervision /substitution grants. This will impact on allocations given at the end of the 2009/10 school year for that year and relating to any unused portion of the grant money in 2008/09.

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July, 2009.