

**To: The Chief Executive Officer of each
Vocational Education Committee**

***Payment in respect of Substitution for the academic year
2011/2012 in Prisons***

1. Introduction

I am directed by the Minister for Education and Skills to refer to the arrangements for substitution in Prisons. This Circular Letter sets out the arrangements for payment of eligible teachers for the school year 2011/2012.

2. The Arrangements

- 2.1 The arrangements provide for the provision of funding for substitution duties for 16 hours substitution per annum. The arrangements for the 2012/2013 academic year will be communicated by way of a separate circular letter.

3. Eligibility for payment

- 3.1 Permanent, CID, fixed term whole time, temporary whole time and eligible part-time or regular part-time teachers who served in a Prison during the 2011/2012 school year are eligible to claim payment. Permanent, CID, fixed term whole time and temporary whole time teachers who have been certified as having engaged in voluntary substitution over and above timetabled hours for the full school year will qualify for a payment. The full school year payment is as follows;

2011/2012	€765
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- 3.2 Eligible part-time teachers, regular part-time and job-sharing teachers will qualify for payment on a pro-rata basis to be calculated by reference to the weekly contracted hours.
- 3.3 For new appointees (as defined in [Circular 40/2011](#)) i.e. those who were appointed between 1st January 2011 and 31st January 2012, the pro-rata payment should be calculated by reference to the full school year payment for new appointees ie. € 689.

4. Arrangements for teachers who become eligible for payment of the Substitution allowance on or after 1st February 2012.

In accordance with the terms of [Circular 003/2012](#), pending the outcome of a review by the Department of Public Expenditure and Reform, allowances including the Substitution payment are not payable to new beneficiaries i.e. those who became eligible for receipt of the allowance in question on or after 1 February 2012.

5. Arrangements for Payment

The following arrangements for payment have been agreed.

- 5.1 A claim form should be completed by each teacher who wishes to apply for payment. A copy of the claim form is attached at **Appendix 1**.
- 5.2 Valid claims should be certified by the Co-ordinator/Director and forwarded to the Chief Executive Officer for payment.

6. Circulation

- 6.1 A copy of this Circular should be made available to Prison Co-ordinators and teachers in Prisons.

This Circular letter has been published on the web and can be accessed at www.education.ie.

Matthew Ryan
Principal Officer

31 July 2012

Appendix 1

Claim for payment for voluntary Substitution in the school year 2011/2012

To: _____ Principal

From: _____ Applicant

(Block Capitals)

I hereby claim payment for voluntary Substitution outside timetabled hours on the basis
that I have demonstrated a willingness to co-operate with and have assisted in
Substitution as defined in the offer

Signed: _____ Applicant

Date: _____

Certified: _____
Director

Co-ordinator/

Date: _____