



To: The Managerial Authorities of recognised Primary, Voluntary Secondary, Community and Comprehensive schools in the Free Education Scheme

Re: Interim arrangements for the payment of Ancillary Services Grants (including SSSF, Basic Secretary and SSSF Secretary Grants) to schools for the period January to August 2024.

The purpose of this notice is to advise schools of the arrangements for the payment of Ancillary Services Grant funding (including SSSF and Secretary Grants) for the period January to August 2024.

Interim grant payment arrangements for January to August 2024

Grant payments will be made in the coming days as outlined below.

1. Schools that are **not due to have their grants revised** as they do not have a grant-funded secretary who transferred to the Department's payroll from September 2023.

Calculation of grants	Primary Schools	Voluntary Secondary Schools	Community & Comprehensive Schools
Grants will be calculated as normal (no reduction).	8/12ths of the Ancillary Services Grant that would have been payable in March.	January and April instalments of the SSSF, Basic Secretary and SSSF Secretary Grants	March instalment of the SSSF Grant followed by the June instalment when it falls due

2. Schools that are **due to have their grants revised**.

Schools provided the Department with details of the salaries they paid to grant-funded secretaries who transferred to the Department's payroll from September. This information will again be used to revise the ancillary related grant funding due to these schools for January to August 2024. Below is a summary of the arrangement.



Calculation of grants	Primary Schools	Voluntary Secondary Schools	Community & Comprehensive Schools
Grant to be paid	8/12ths of the Ancillary Services Grant that would have been payable in March.	January and April instalments of the SSSF, Basic Secretary and SSSF Secretary Grants	March instalment of the SSSF Grant followed by the June instalment when it falls due
Less	(Annual grant-funded salary + Employers PRSI details provided by schools to the Department for those Secretaries who transferred to a Department Payroll in September 2023) ¹		
	÷ 12 months x 8 months	÷ 12 months x 4 months for each instalment	÷ 12 months x 4 months for each instalment
Note 1: Details of these salaries were included in communications issued by the Department's Payroll Division regarding the salary arrears payable to schools for the 2022/23 school year. Any queries in relation to these salaries should be addressed to the Department as advised in that communication.			

Please note, in a small number of cases where grant-funded salary details are not available, the reduction is based on the hours worked in the 2023/24 school year and the minimum rate of €13 per hour agreed as part of the arbitration process in relation to the pay of grant-funded School Secretaries and Caretakers. Please refer to circulars [0076/2018](#) (Primary schools) and [0077/2018](#) (Post-Primary schools) for further information in relation to this rate which applied from 1st January 2019.

As previously advised, it was intended that payment of the Ancillary Services Grant to Primary schools would revert to an annual payment for the 2023/24 school year and would be paid in March 2024. SSSF grant funding for Voluntary Secondary, Community and Comprehensive schools would continue to be paid in line with the existing instalment arrangements. Unfortunately, this has not been possible to date as work to determine the method by which Ancillary Services Grants are to be calculated following the transfer of grant-funded secretaries to a payroll operated by the Department in September 2023 has not yet concluded.

It is intended that the reduction to Ancillary Services Grant funding will be as reasonable and as fair as possible for all schools. However, as you will appreciate, this is a complex task given the discretion afforded to boards of management to apply their own arrangements for secretarial services as resources permit, including the flexibility to regard the Ancillary Services and Capitation Grants as a common grant.



The Department is very conscious of the need to issue the Ancillary Services Grant funding that was due for payment to Voluntary Secondary schools in January and to Primary, Community and Comprehensive schools in March, as well as further instalments as they fall due. Therefore, to avoid any further delay, it has been decided to pay these grants using the same interim arrangements that applied in December 2023.

Future grant payments

It is intended that the remaining Ancillary Services Grants due for payment to Voluntary Secondary, Community and Comprehensive schools in 2024 will be paid as they fall due from September 2024. In the case of Primary schools, the remaining grant due for 2024 will be paid as soon as possible in the first term of the 2024/25 school year.

As confirmed previously, no reduction will be made to Capitation Grant funding and work is ongoing to identify a method of standardising the reduction to the Ancillary Services Grants for the longer term where school secretaries are being paid on the Department payroll.

Engagement will take place with school management bodies in order to discuss these arrangements to ensure that they are as reasonable and as fair as possible for all schools and further details of these arrangements will be provided to schools as soon as they become available.

Queries

Queries regarding the interim arrangements for payment of the Ancillary Services Grants should be addressed to sdfinfo@education.gov.ie

Please use subject title: "Interim Ancillary Grant 2024" in the email.

Yours faithfully,

Clíodhna O'Neill

Acting Assistant Secretary

April 2024