

Appendix 5

Department of Education and Skills Circulars

Recent

Circular No.	Summary
CL 05/2018	Graduate Certificate in the Education of Pupils on the Autism Spectrum (AS) for teachers working with Pupils on the AS in Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post-Primary Schools 2018/2019
CL 04/2018	Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers– 2018/2019
CL 03/2018	LEADERSHIP AND MANAGEMENT IN POST-PRIMARY SCHOOLS
CL 02/2018	Operation of the Financial Support Services Unit (FSSU)
CL 01/2018	TEACHER FEE REFUND SCHEME 2017
CL 83/2017	REVISION OF TEACHER SALARIES WITH EFFECT FROM 1 JANUARY 2018
CL 81/2017	Publication of new “Child Protection Procedures for Primary and Post-Primary Schools 2017”
CL 80/2017	Physical Education in Senior Cycle
CL 72/2017	Reminder to schools regarding the deadline of 31 December 2017 for the retrospective vetting of teaching staff, non-teaching staff and others
CL 67/2017	Leaving Certificate Computer Science
CL 66/2017	Cycle to Work Scheme
CL 64/2017	Prescribed material for Junior Cycle English for students commencing Junior Cycle in September 2017
CL 62/2017	SCHEME FOR LEAVE OF ABSENCE FOLLOWING ASSAULT FOR SPECIAL NEEDS ASSISTANTS IN RECOGNISED PRIMARY AND POST-PRIMARY SCHOOLS
CL 61/2017	SCHEME FOR LEAVE OF ABSENCE FOLLOWING ASSAULT FOR REGISTERED TEACHERS IN RECOGNISED PRIMARY AND POST-PRIMARY SCHOOLS
CL 57/2017	HSE Post-Primary School Vaccination Programme 2017/2018
CL 54/2017	Revision of Teacher Salaries with effect from 1 September 2017
CL 52/2017	Home Tuition Grant Scheme 2017/2018 – Maternity Related Absences Component
CL 51/2017	Home Tuition Grant Scheme 2017/2018 – 1. Children without a school place – 2. Children in Care without a school place
CL 50/2017	Home Tuition Grant Scheme 2017/2018 – Special Education Component
CL 48/2017	Public Service Stability Agreement 2013 – 2018 (Haddington Road Agreement/Lansdowne Road Agreement) and the Financial Emergency Measures in the Public Interest Acts 2013 and 2015
CL 47/2017	Supervision and Substitution Scheme – Opt-out and Opt-in. Lansdowne Road Agreement
CL 44/2017	Cost Limits for Post-primary School Buildings
CL 42/2017	Recruitment of Special Needs Assistants (SNAs) – Supplementary Assignment Arrangements for the 2017/18 school year
CL 41/2017	Supervision and Substitution Scheme – Opt-out and Opt-in
CL 40/2017	Revised Rates of Travelling and Subsistence Allowances for Boards of Management of Community and Comprehensive Schools

Recent cont'd

Circular No.	Summary
CL 35/2017	Assessment Instruments (including tests and web-based resources) approved for use for guidance and/or learning support in post-primary schools from May 2017 until further notice
Imlitir 34/2017	POLASAÍ DON OIDEACHAS GAELTACHTA 2017-2022 AN CHÉIM FHEIDHMITHE TOSAIGH (AIBREÁN 2017 GO MEITHEAMH 2018)
CL 34/2017	POLICY ON GAELTACHT EDUCATION 2017-2022 - INITIAL IMPLEMENTATION PHASE

School Management

Circular No.	Summary
CL 32/2017	Measures to be adopted by schools to reduce the cost of school uniforms and other costs
CL 14/2017	Special Education Teaching Allocation
CL 09/2017	Standardisation of the School Year in respect of Primary & Post-Primary Schools for the years 2017/18, 2018/19 and 2019/20
CL 01/2017	GRANT SCHEME FOR ICT INFRASTRUCTURE – 2016-2017 SCHOOL YEAR
CL 77/2016	REVISION OF PENSION-RELATED DEDUCTION WITH EFFECT FROM 1 JANUARY 2017
CL 63/2016	Revised procedure for October Returns of Post-Leaving Certificate (PLC) students to the Department of Education and Skills for 2016/17 and future years
CL 61/2016	Governance Manual for Community & Comprehensive Schools
CL 53/2016	HSE Post-Primary School Vaccination Programme 2016/2017
CL 40/2016	Continuing Implementation of School Self-Evaluation 2016-2020 – Post Primary
CL 36/2016	Guidelines on access to PLC for certain participants in the asylum process for the 2016/2017 academic year
CL 31/2016	Commencement of Statutory Requirements for Garda Vetting
CL 31/2016	Commencement of Statutory Requirements for Garda Vetting – Frequently Asked Questions FAQ's
CL 23/2016	Student data required to be returned to the Department of Education and Skills by schools from 2016/17 onwards for the purposes of analysis and reporting in the areas of social inclusion and integration
CL 17/2016	Indemnity Declaration Form
CL 16/2016	Remote Area Boarding Grant scheme
CL 11/2016	Cost Limits for Post-primary School Buildings
CL 56/2015	Use of Central Procurement Arrangements put in place by the Office of Government Procurement
CL 55/2015	SUMMER WORKS SCHEME (SWS) 2016 & 2017 Scheme of Capital Grants for Small Scale Works
CL 51/2015	Promotion of Healthy Lifestyles in Post-Primary schools
CL 48/2015	Revised guidelines on access to PLC for certain participants of the asylum process for the 2015/2016 academic year
CL 45/2015	Travel Pass Scheme (Tax Saver Commuter Tickets)
CL 38/2014	P-Pod - Post-Primary Online Database
CL 45/2013	Anti-Bullying Procedures for PP schools

School Management cont'd

Circular No.	Summary
CL 47/2010	Student Data compliance with Data Protection
CL 24/2013	Operation of the OLCS system
CL 14/2011	Discontinued use of Chemicals – Substances of VHC
CL 48/2001	Section 29 appeals to the Secretary General of the DES
CL 46/2000	Adult Education Director and PORs
CL M58/2004	Arrangements for Parent/Teacher and Staff Meetings
CL M18/1999	Violence towards staff in PP schools
CL M2/1995	Repeat of School Year

Curriculum

Circular No.	Summary
CL 31/2017	Prescribed Material for the Junior Cycle Programme of Achievement (JCPA) in English. For Students Commencing Junior Cycle in September 2017 only
CL 18/2017	Prescribed Material for the Junior Certificate/Junior Cycle Examination in 2019 and Leaving Certificate 2019
CL 15/2017	Arrangements for the Implementation of the Framework for Junior Cycle with particular reference to school years 2017/18 and 2018/19
CL 06/2017	Prescribed Material for the Leaving Certificate English Examination in 2019
CL 72/2016	Minor adjustment to the Leaving Certificate Chemistry Syllabus
CL 26/2016	Prescribed Material for the Junior Certificate Examination in 2018 and Leaving Certificate Examination in 2018
CL 27/2015	Information in relation to Actions under the Literacy and Numeracy Strategy Standardised Testing, Reporting, Library Support and Other Matters Academic Year 2014/15 and Subsequent Years
CL 14/2016	Prescribed Material for the Leaving Certificate English Examination in 2018
CL 37/2015	Leaving Certificate Music for the cohort commencing study in August 2015 and presenting for examination in 2017
CL 36/2015	Revised assessment arrangements for the practical coursework for Leaving Certificate Home Economics (Scientific & Social) for the cohort commencing study in August 2015 and presenting for examination in 2017 and thereafter
CL 35/2015	Revision to Assessment Arrangements for Leaving Certificate Art for first examination in 2018
CL 32/2015	Use of live animals for scientific, educational or other purposes in schools
CL 16/2015	Prescribed Material for the Junior Certificate Examination in 2017 and Leaving Certificate Examination in 2017
CL 07/2015	Prescribed Material for the Leaving Certificate English Examination in 2017
CL 61/2014	Discontinuance of Typewriting examination after 2016
CL 10/1994	Revision of Rule 46 of the “Rules and Programme for Secondary Schools” in relation to exemption from Irish

Teachers

Circular No.	Summary
CL 16/2017	Statutory Requirements for the Retrospective Vetting of teaching staff, non-teaching staff and others
CL 16/2017	Frequently Asked Questions Statutory Requirements for the Retrospective Vetting of teaching staff, non-teaching staff and others
CL 11/2017	Community & Comprehensive Schools Approved Allocation of Teaching Posts (2017/2018 School Year)
CL 05/2017	Teacher Fee Refund Scheme
CL 04/2017	Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autism Spectrum Disorders)
CL 03/2017	Graduate Certificate in the Education of Pupils on the Autism Spectrum (AS) for teachers working with Pupils on the AS in Special Schools, Special Classes or as Resource Teachers in mainstream Primary and Post-Primary Schools 2017/2018
CL 02/2017	Combined Post-Graduate Diploma Programme of Continuing Professional Development for Teachers Involved in Learning Support and Special Educational Needs – 2017/2018
CL 79/2016	REVISED SALARY SCALE FROM 1 JANUARY 2017 FOR POST-1 FEBRUARY 2012 ENTRANT TEACHERS COVERED BY THE LANSDOWNE ROAD AGREEMENT
CL 76/2016	Withdrawal from Supervision and Substitution (S&S) Duties by ASTI Members on 7 November 2016 – Notification to DES Payroll Section
CL 71/2016	Withdrawal from Supervision and Substitution Duties(S/S) by ASTI Members
CL 70/2016	Work Stoppages by ASTI Members
CL 59/2016	Revised Procedure and Sequence for Filling Available Teacher Posts/Hours
CL 45/2016	Public Service Stability Agreement 2013 – 2018 (Haddington Road Agreement/ Lansdowne Road Agreement) and the Financial Emergency Measures in the Public Interest Acts 2013 and 2015 - Teachers
CL 30/2016	EXPIRY OF INCREMENT MEASURES UNDER THE TERMS OF THE HADDINGTON ROAD AGREEMENT
CL 27/2016	Post 01 January 2011 and Post 01 February 2012 New Entrants to Teaching – Recognition of Previous Public Service in another EU Member State
CL 25/2016	Promotion and Appeal Procedures for appointment to Assistant Principal, Special Duties Teacher and Programme Co-ordinator
CL 18/2016	Further Extension to the ‘Grace Period’ for Superannuation Benefits in respect of Teachers
CL 66/2015	Revision Of Salaries For Teachers With Effect From 1 January 2016 And Revision Of Pension-Related Deduction With Effect From 2015
CL 45/2015	Travel Pass Scheme (Tax Saver Commuter Tickets)
CL 24/2015	IMPLEMENTATION OF THE RECOMMENDATIONS OF THE EXPERT GROUP ON FIXED-TERM AND PART-TIME EMPLOYMENT IN PRIMARY AND SECOND LEVEL EDUCATION IN IRELAND
CL 04/2015	Work Stoppage by ASTI and TUI Members – 22 January 2015
CL 53/2014	Increased incremental scale for post 1/1/11 entrants
CL 52/2014	Review of 33 Croke Park Hours
CL 50/2014	Additional hours S & S

Teachers cont'd

Circular No.	Summary
CL 43/2014	Public Service Stability Agreement 2013 – 2016 (Haddington Road Agreement) - Teachers: Review of Usage of Croke Park Hours – Amendment to Circular 0025/2011 -
CL 42/2014	Teachers - Rostering of S & S
CL 06/2014	Haddington Road Agreement - Supervision & Substitution
CL 04/2014	Post of Responsibility - limited alleviation
CL 62/2013	Section 30 of the Teaching Council Act
CL 58/2013	HSCL Co-ordinators - DEIS schools
CL 52/2013	Qualified and unqualified teachers
CL 49/2013	Haddington Road Agreement
CL 26/2013	Parental Leave
CL 25/2013	Registration with Teaching Council
CL 18/2013	Adoptive Leave
CL 09/2013	Maternity Leave
CL 08/2013	Allowances and Premiums
CL 07/2013	Single Public Service Pension Scheme
CL 04/2013	Occupational Health Service - Medical Referrals
CL 36/2012	Self-Certified Paid Sick Leave Arrangements - Amendment
CL 20/2012	Web Based Advertising of Teaching Posts
CL 19/2012	Revised Rates of Pay in respect of Supervision/substitution
CL 03/2012	Review of Allowances & Premiums
CL 77/2011	The fee payable to the nominees of Trustees, who participate in Community and Comprehensive School teacher selection committees and who are not in Public Sector employment
CL 40/2011	New Pay Scales for New Appointees
CL 31/2011	Teacher Recruitment, Registration and Qualifications
CL 25/2011	Croke Park Implementation - 2nd Level
CL 10/2011	Career Break
CL 60/2010	Sick Leave
CL 35/2010	Unpaid Leave - Teachers
CL 42/2010	PORs
CL 40/2010	Recruitment
CL 29/2010	Incremental Credit Teachers
CL 04/2010	Teachers Salary inc. Rates of Allowances P & DP
CL 60/2009	Competence and Disciplinary - Teachers
CL 34/2009	Fixed Term - CIDs
CL 33/2009	Unqualified teacher entitled to CID & Amendment
CL 11/2009	Holders of CIDs 18 - 22 hours

Teachers cont'd

Circular No.	Summary
CL 65/2008	Employee Assistance – Teachers
CL 56/2008	Unqualified teacher entitled to CID & Amendment
CL 32/2007	Teacher Absences
CL 107/2006	Career Breaks – Secondment
CL 06/2004	Special Education Needs Teachers
CL 01/2003	Supervision of Pupils – S & S
CL 18/2002	Programme Co-Ordinator posts – criteria, T & C
CL PPT 07/2002	Principal and Deputy Principal Posts
CL 19/2000	Force Majeure Leave Amendment
CL M 18/1999	Guidelines on Violence in Schools
CL 40/1997	Assaults on Teachers/School Employees
CL PPC 17/1999	Force Majeure Leave
CL 24/1998	Rates of Allowances Principal and Deputy Principal
CL 18/1998	Job Sharing Scheme for Teachers

SNAs

Circular No.	Summary
CL 22/2017	REVISION OF SALARIES FOR SPECIAL NEEDS ASSISTANTS (SNAs) WITH EFFECT FROM 1 APRIL 2017
CL 58/2016	Paternity Leave Scheme for Special Needs Assistants
CL 49/2016	Post-1 January 2011 New Entrant Special Needs Assistants – Recognition of Previous Public Service in another EU Member State
CL 19/2016	Further Extension to the ‘Grace Period’ for Superannuation Benefits in respect of Special Needs Assistants
CL 67/2015	Revision Of Salaries For Special Needs Assistants (SNAs) With Effect From 1 January 2016 And Revision Of Pension-Related Deduction With Effect From 2015
CL 65/2015	Special Needs Assistants - Cessation of “Rolled-up Holiday Pay”
CL 54/2015	Sick Leave Scheme for Special Needs Assistants in Recognised Primary and Post Primary Schools
CL 45/2015	Travel Pass Scheme (Tax Saver Commuter Tickets)
CL 58/2014	Implementation of Clause 2.31 of the Haddington Road Agreement - revised pay scales and allowances for persons recruited to certain direct entry grades
CL 14/2014	Haddington Road Agreement – salaries
CL 34/2013	Haddington Road Agreement – 1st July 2013
CL 27/2013	Parental Leave
CL 19/2013	Adoptive Leave
CL 17/2013	Maternity Leave (Revised)

SNAs cont'd

Circular No.	Summary
CL 07/2013	Pension Scheme
CL 04/2013	Occupational Health service - Medical Referrals
CL 22/2012	Career Break Scheme for Special Needs Assistants
CL 72/2011	Grievance and Discipline Procedures
CL 71/2011	Public Service (Croke Park) Agreement
CL 21/2011	Educational Qualifications for SNA
CL 06/2011	Cap on SNA numbers
CL 63/2010	Garda Vetting
CL 34/2010	Occupational Health Procedures
CL 33/2010	Sick Leave
CL32/2010	Brief Absences, including bereavement leave entitlements
CL 37/2009	Allocation of SNAs
CL 09/2009	Review of all Special Needs Assistant posts in primary, special and post-primary schools by the National Council for Special Education
CL 63/2008	Pension scheme
CL 139/2006	Incremental Credit Scheme
CL 59/2006	Selection for Redundancy
CL 58/2006	Redundancy Arrangements
CL 15/2005	Sample Employment Contract
CL 12/2005	SNA Contract - terms of Employment and Probation
CL 09/2004	Changes to retirement ages
CL 15/2004	Recoupment of money owed
CL 09/2004	CL 20/2016
CL 35/2016	Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2016/17 school year

Secretarial & Maintenance Staff

Circular No.	Summary
CL 24/2017	REVISION OF SALARIES OF SCHOOL SECRETARIES AND SCHOOL MAINTENANCE STAFF IN COMMUNITY AND COMPREHENSIVE SCHOOLS WITH EFFECT FROM 1 APRIL 2017
CL 47/2016	Direct entry (recruitment) grades (other than Teachers & SNAs) in the Education Sector (Post 1 January 2011 Entrants) - Recognition of Previous Public Service in another EU Member State
CL 20/2016	Further Extension to the 'Grace Period' for Superannuation Benefits in respect of Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme
CL 73/2015	Revision Of Salaries Of All Staff Paid Directly By A Recognised School Or Etb With Effect From 1 January 2016
CL 72/2015	Revision Of Salaries Of School Maintenance Staff In Community And Comprehensive Schools With Effect From 1 January 2016 And Revision Of Pension-Related Deduction With Effect From 1 January 2015 And 1 January 2016
CL 71/2015	Revision Of Salaries Of School Secretaries In Community And Comprehensive Schools With Effect From 1 January 2016 And Revision Of Pension-Related Deduction With Effect From 1 January 2015 And 1 January 2016
CL 69/2015	Revision Of Salaries In Respect Of All Staff Other Than Teachers And Snas Employed By Etb's With Effect From 1 January 2016 And Revision Of Pension-Related Deduction With Effect From 1 January 2015 And 1 January 2016
CL 68/2015	Revision Of Salaries With Effect From 1 January 2016 And Revision Of Pension-Related Deduction With Effect From 2015 For Clerical Officers And Caretakers Employed In National Schools Under The 1978/79 Scheme And Clerical Officers Employed In Post Primary Schools Under The 1978 Scheme
CL 64/2015	Revised Sick Leave Arrangements in respect of Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme
CL 45/2015	Travel Pass Scheme (Tax Saver Commuter Tickets)
CL 06/2015	Parental Leave Entitlements for Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme
CL 54/2014	Implementation of Clause 2.31 of the Haddington Road Agreement - revised pay scales and allowances for persons recruited to certain direct entry grades Secretarial and Maintenance Staff in Community and Comprehensive Schools