

ACTION SHORT OF STRIKE SUMMARISED:

From **Monday 24 October 2016**, until further notified to the contrary, INTO members are instructed to:

System Level

- Boycott all new initiatives.
- (Principal members) Not co-operate in the preparation of the Annual Governors' Report nor to provide this report to any outside agency who may seek or request it.
- Principal members are to produce one financial plan per year: after final school budget has been allocated. Such plans should only be reflective of the year immediately following date of allocation.
- Not to provide DE or any other outside agency with any data or information requested about the school where this information or data may be used to rank, compare or assess the school. Members should continue to provide annual census data to DE and the monthly returns.
- Continue with the boycott of the new Assessment Arrangements as per Bulletin No 2 January 2016.



ACTION SHORT OF STRIKE SUMMARISED:

From **Monday 24 October 2016**, until further notified to the contrary, INTO members are instructed to:

School Level

- Directed Time
Not to undertake any Directed Time. Members are to teach their teaching hours only and should undertake to prepare, plan and assess for their pupils at a place and time of their choosing.
- Performance Review Staff Development [PRSD]
Cease to participate in all PRSD activities. Those members who have not yet completed all the PRSD stages are permitted to continue working their way through these stages up to UPS 3. Members who are in receipt of an additional point or points for administering PRSD schemes in their school are permitted to continue with this work.
- Not to attend any meetings held outside of normal teaching day. This includes prize and parents' nights.
- Book scoops must have a limited frequency of two per year.
- Provide only one written report per pupil per year.
- Not to carry out administrative or clerical tasks which should be completed by administrative or support staff.
- Work strictly to rule with respect to the provision of cover for absent colleagues.
- Only provide to principals, annual schemes of work and termly / six weekly planners.

IRISH NATIONAL TEACHERS' ORGANISATION
23 - 24 College Gardens, Belfast, BT9 6BS
02890 381455 infoni@into.ie

**ACTION SHORT
OF STRIKE
UPDATE**

**Effective from
Monday 24 October 2016**



In accordance with 97% of those who voted in the INTO ballot on industrial action, Northern Committee has agreed a **REVISED PROGRAMME OF ACTION SHORT OF STRIKE**. This action will continue it's two pronged focus at: School Level and System Level.

SCHOOL LEVEL - effective from 24 October 2016

Boycott all new initiatives: To avoid additional workload, INTO instructs its members not to engage in new working practices that have not been fully agreed by the INTO members at the school. No member can be compelled to take part in any new initiative and the INTO accredited school representative should inform the principal of the INTO members' intentions.

Directed time: Members are to teach their teaching hours only and should undertake to prepare, plan and assess for their pupils at a place and time of their choosing, this can be done at home if a teacher so chooses. **School bus duties:** on Health and Safety grounds supervision carried out pre or post school which has been previously undertaken is exempt from this action.

Pre-school supervision: INTO school staffs at a local level should decide arrangements for supervision pre-school for the duration of this industrial action.

Provide only one written report per pupil per year: All reports should be meaningful and concise. Individual topics should not exceed 50 words and the total report length should not exceed 500 words per pupil.

Only provide, to Principals, annual schemes of work and a copy of their six week/termly planners: All other notes either daily or weekly are for teachers own personal use and should not be provided to school management or any other body. There is no statutory requirement for teachers to have daily lesson plans.

Performance Review Staff Development (PRSD): INTO members should continue with boycott of all PRSD activities. However, those members who have not yet completed all the PRSD stages should continue working their way through these stages up to UPS 3. Members who have a reviewer role for teachers needing to move up on UPS should review those effected teachers. Members who are in receipt of an additional point or points directly citing the administration of PRSD schemes in their school are permitted to continue with this work. Members should not engage in any form of classroom observation outside of the agreed PRSD scheme unless carried out by the school principal. These observations must not be a substitute for PRSD, include all teaching staff, have one agreed target, one week's notice, be limited to one visit per term and feedback must be provided if requested. There cannot be any delegation of this duty by the principal and the principal shall not have the right to accompaniment during a visit.

Not to attend any meetings outside of teaching hours: INTO members are instructed not to attend any meetings held outside normal contact time. This action includes meetings held before the school day begins and during recognised breaks or lunchtime. This embargo on meetings includes both Prize and Parents' nights. School managements should make arrangements to set aside time within the normal school day, outside of directed time to facilitate meetings. INTO members are not required to provide apologies in advance for non-attendance. Meetings outside of the group i.e. urgent meetings triggered by academic or pastoral concerns are exempt. Open nights are exempt from this action.

Special Needs: Members should take due cognisance of any educational or care plan for the young persons in their charge who have special educational needs and ensure they are not negatively impacted as a consequence of this industrial action.

Monitoring of pupils' workbooks (book scoops): Members will make pupil workbooks available to the school principal for internal evaluation and monitoring to a maximum of two requests per year.

Not undertake Administration / Clerical tasks that should be carried out by clerical or administrative staff:

INTO members, without specific delegated responsibility, are to withdraw from duties which should be completed by administrative or clerical staff at schools. This is aimed at reducing teachers' workload and examples of tasks that INTO members should not undertake include:

- Time consuming word processing tasks that could be completed by clerical staff
- Bulk photocopying and collation of workbooks etc
- Administration of money collected from pupils or parents
- Filing or keeping unnecessary data
- Analysing and reporting on attendance or examination figures other than for own records
- Management and transference of data in computerised school systems

Only provide cover in strict accordance with the Jordanstown Agreement:

- Teachers in schools with a complement of 1, 2 or 3 and in nursery units of primary schools shall not cover from the first day of absence
- Teachers in schools with an average daily enrolment of 222 pupils or less and primary 1 and 2 classes of all primary schools are not required to supervise and teach pupils for absent colleagues from the second day of absence or from the first day of absence if the teacher's absence was known to and agreed by the principal and/or Board of Governor's and is greater than one day's duration.
- Teachers in all other schools are not required to supervise and teach pupils for absent colleagues from the third day on which a teacher is absent or from the first day if the teacher's absence was known to and agreed by the principal and/or Board of Governors and is more than two days' duration
- Rota arrangements should include all available teachers, including all members of Senior Management Teams. Cover for absent colleagues must only be provided within the accepted framework of either the 23.5 or 25 hour pupil contact time.

SYSTEM LEVEL - effective from 24 October 2016

Boycott all new initiatives: Members are instructed to refuse to implement any new initiatives and cease to engage in any current initiatives that have not been fully agreed with INTO Head Office. Essentially a new initiative covers any new 'system based' or 'school based' policy or procedure that is brought to staff, by way of instruction from the school management for implementation. Preparation for the transfer examination during teaching hours is considered by INTO as a new initiative.

Not cooperate with the preparation or circulation of Annual Board of Governors' report: Principals are instructed not to assist in compiling the Governors' report nor should they provide this to any outside agency including DE, ETI or any external agency who seek or request it.

Principal members are to produce one financial plan per year: after final school budget has been allocated. Such plans should only be reflective of the year immediately following date of allocation.

Data to DE and other Outside Agencies: Not to provide DE or any other outside agency with any data or information requested about the school where this information or data may be used to rank, compare or assess the school. Members should continue to provide annual census data to DE and the monthly returns.

Continue to boycott the new Assessment Arrangements: INTO members should continue with their boycott of the new Assessment Arrangements as per bulletin No.4 issued September 2016. INTO instructs its members not to engage with ICT which includes using ICT to report to parents. The use of ICT is a cross curricular skill and it would be expected that schemes of work from most departments will consider and include all of the skills. However, no INTO member will deliver or assess tasks for CCEA assessment. Only schools that are part of the shared education fund may submit levels to the Department of Education. These would be teacher best estimates from literacy and numeracy and not involve the collection of evidence. Teachers can include IT in their schemes of work but they will not be forced to action it.