



Frequently Asked Questions on Circular 0011/2024

Staffing arrangements in Primary Schools for the 2024/25 school year

This document should be read in the context of Circular 0011/2024.

Teacher Allocations

1. Will the Department be writing to my school in relation to its staffing for the 2024/25 school year?

Circular 0011/2024 is the Department notification to all schools regarding their staffing levels for the 2024/25 school year. Schools are required to comply with the arrangements in the Circular without an individual letter being sent to each school from the Department.

2. How many mainstream classroom posts is my school entitled to?

Check the schedule appropriate to your school at Appendix A of Circular 0011/2024 using the school enrolment at 30 September 2023 to find out how many mainstream classroom teachers your school will have for the 2024/25 school year.

School management should note that additional teaching resources that are allocated to schools, e.g. Special Education Teacher, full-time EAL posts, etc, cannot be used for mainstream class teaching or to reduce the pupil-teacher ratio in mainstream classes but should be deployed to provide the specific support as allocated.

3. My school will have a significant increase in enrolments for the coming school year. Is there any provision for this?

Schools that project a significant increase in enrolments for September 2024 may apply for a projected enrolment post(s). The criteria and application arrangements for this are set out at Section 1 of Circular 0011/2024.



4. What is the process if there is a teacher in my school that was awarded a CID in or before the 2023/24 school year?

The CID Declaration Form²⁴ (Appendix G) must be completed and submitted to the Primary Allocations Section by 29 February 2024.

5. What is the process if there is a teacher in my school due to be awarded a CID from the commencement of the 2024/25 school year?

Form CIDApp (24/25) must be completed and forwarded to the Primary Allocations Section by 29 February 2024.



Special Education Teacher Allocation

1. How will I know my Special Education Teacher allocation?

Schools have been informed of their allocation by the NCSE. Appendix C of Circular 0011/2024 sets out the full-time posts and part-time hours available for clustering in each school.

2. My school is newly established/newly amalgamated for the 2024/25 school year. Will the school get a Special Education Teacher allocation?

The allocation for new schools and newly amalgamated schools will be calculated by Special Education Section.

3. My school was in a SET clustering arrangement for the 2023/24 school year. What happens to this cluster arrangement?

The cluster your school had for the 2023/24 school year ceases at the end of the school year and the hours shown for your school in Appendix C are now available for re-clustering for the 2024/25 school year.

When the new cluster (which must total 25 hours) is agreed between the schools, the base school for your cluster must complete FormSETCluster24/25 at Appendix D of Circular 0011/2024, which is the notification to the Department giving details of your school and any others in the cluster. All schools in the cluster must sign the form before it is submitted, by the base school, to the Department. The form must be submitted by 29 February 2024.

4. My school has a high concentration of pupils that require EAL support. What are the arrangements for language support for those pupils?

A Special Education Teacher allocation is made to all schools. Schools have autonomy on how to deploy the allocation between learning support and language support.

Schools with permanent EAL post(s) in the 2023/24 school year will retain these post(s) for the 2024/25 school year. Schools in receipt of such posts are listed at Appendix C of Circular 0011/2024. There will be no additional permanent EAL posts sanctioned to schools for the 2024/25 school year.



Schools with pupils with EAL needs should complete Form Prim-EAL 2024/25 to apply for EAL support. Completed forms should be returned to primarystaffingappeals@education.gov.ie by 29 February 2024.

5. If my school had a permanent language support post in the 2023/24 school year, will it remain in place for 2024/25?

Yes.



Redeployment of Surplus Permanent/CID holding Teachers

1. How do I know if there is a surplus permanent/CID holding teacher in my school?

Appendix A & C of Circular 0011/2024 sets out the bulk of allocations for most schools. If you have more teachers in the school than permitted by your allocation, a teacher(s) is surplus to the requirements of the school.

2. What do I do if I have a surplus permanent/CID holding teacher in my school?

You should arrange to have the completed Main Panel Form (MPF) at Appendix E of Circular 0011/2024 returned to the Department's Primary Teacher Allocations Section by 29 February 2024.

The most junior eligible teacher in the school is first in line to be placed on the panel for redeployment to another school. However, in exceptional circumstances s/he may seek the approval of the Board of Management / ETB to be replaced on the panel by an alternative eligible teacher.

If the most junior eligible teacher seeks to be replaced on the panel, any other teacher interested in going on the panel must communicate his/her position to the Chairperson / CEO within five working days.

The application from the staff member will be considered by the Board of Management / ETB. The final decision to admit a teacher to a panel rests with the Patron, who shall be given the reasons when it is intended to replace the most junior eligible teacher.



Notification of Vacancies

1. Who do I need to inform that there is a vacancy in my school?

Each BoM / ETB is obliged to notify its relevant panel operator by 29 February 2024 of any impending permanent and fixed term vacancies for the 2024/25 school year.

Any subsequent permanent and fixed term vacancies must be notified within 5 working days of the vacancy becoming known to the BoM / ETB or Principal.

Schools with special class vacancies and special schools with vacancies that are fillable from the Special National Panel are required to notify these vacancies to the Department's Primary Teacher Allocations Section. This should be done by emailing primaryallocations@education.gov.ie within the above timeframes.

2. What is the position if my school does not have access to a redeployment panel?

Schools that do not have access to a redeployment panel must, within the same timeframes as outlined above, notify all their permanent and fixed term vacancies to the Department's Primary Teacher Allocations Section. This should be done by emailing primaryallocations@education.gov.ie

3. What if a school has a temporary (fixed term) vacancy?

The school must notify this vacancy to the panel operator within the timeframes set out in Circular 0011/2024. If there is a surplus CID-holding teacher in the school, s/he must remain in the school and take up the fixed-term vacancy. If there is a permanent teacher from the school on the main redeployment panel who wishes to defer his/her panel rights and take up the fixed term post for the 2024/25 school year, s/he may do so. Otherwise it must be made available, if required, to be filled by any other surplus permanent/CID holding teacher on the main redeployment panel.