

**1. Establish your school's allocation**

- a. Every school should consult the listing on the NCSE website for their resource hours allocation for 2015/16. Click [here](#) to download the list from the NCSE website.

**2. Base Schools are as per [Appendix C](#) of Circular 05/2015**

- a. There have been no changes to the locations of resource base posts for the 2015/16 school year.

**3. If you are not a base school**

- a. Where a school that does not have a base post has been approved for 25 or more NCSE approved hours, a temporary post will be sanctioned for the 2015/16 school year (refer to p.9 of Circular 05/15 for further details).
- b. If your hours are less than 25 - you must try to source your hours from at least 5 of the nearest schools that have been allocated permanent resource base posts.
- c. If you are unable to source any/part of your allocation from the network of resource base posts – you must complete [Form: Resource2015-16](#) applying for part-time teaching post.
- d. Schools can make a joint application for a full-time (25 hours) resource post to cover their NCSE approved hours provided no school with a base post(s) within the neighbouring area has any available surplus capacity. If sanctioned, the post will be a shared fixed-term (temporary) resource post. This post will automatically cease at the end of the 2015/16 school year. Application should be made in writing to Primary Allocations, DES, Cornamaddy, Athlone and should include the completed forms as mentioned in (c) above.
- e. Where a school has less than 25 hours that cannot be met from other schools, sanction will be given for part time hours to fill this post.
- f. Further details are available on the [DES FAQ](#)