



Irish National Teachers' Organisation
Cumann Múinteoirí Éireann

Staff Representative's Handbook



INTO

Staff Representative's

Handbook

Revised and updated 2022



An INTO Publication

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Foreword

Dear staff representative,

On behalf of the INTO we would like to thank you for undertaking the role of staff representative in your school.

It is a hugely important role for our trade union, ensuring a key local contact is available in every school in the country. Acting as a vital local link between members in your school and the wider organisation, you play a critical role ensuring members are fully aware of union developments, receive union news and correspondence, engage with our national and local campaigns, participate in consultations and ballots and, of course, you steer members towards the queryline, legal assistance services and other member supports when they are needed. Recruiting new members in your school helps us to strengthen the core objective of the INTO, to represent all teachers within primary education.

It is true to say that staff representatives are the backbone of our union.

Congress recently voted to open union membership to student teachers who are in the final two years of their courses, and you can help us to connect with these prospective members when they join your school community, such as when they undertake substitute work in place of a qualified teacher.

This handbook aims to guide you as a staff representative in the implementation of your duties. It is intended to complement the ongoing training for staff representatives and to direct you to further sources of information.

We hope this *Staff Representative's Handbook* will be helpful to you in fulfilling your role.

We wish you every success in the important role of INTO Staff Representative.

A handwritten signature in black ink that reads "John Boyle". The script is fluid and cursive.

John Boyle
General Secretary



1

About the INTO

Overview

The Irish National Teachers' Organisation (INTO) was founded in 1868 and is the largest teachers' trade union in Ireland. It represents teachers at primary level in the Republic of Ireland and at primary and post-primary level in Northern Ireland. The INTO is both a trade union and a professional organisation for teachers. The structure of the INTO follows Rule 4 of the [INTO Rules and Constitution 2019](#).

Membership

The INTO has approximately 50,000 members and is divided into 180 branches that are grouped into 16 districts. Each district elects one representative to the Central Executive Committee (CEC) and also elects a representative to the following national committees:

- ⌘ Education Committee (EDC)
- ⌘ Equality Committee (EQC)
- ⌘ Principals' and Deputy Principals' Committee (PDC)

The Northern Committee (NC) is elected annually by the members in Northern Ireland.

Branches

The branch is the basic unit of the organisation. Each school is assigned to one of the organisation's 180 branches. On joining the INTO, each member becomes a member of the branch to which their school is assigned. The officers of the branch committee, elected at the branch AGM, direct the affairs of the branch between general meetings. The four officers are cathaoirleach, leas-chathaoirleach, branch secretary and branch organiser.

Districts

The INTO branches are organised into 16 districts. Each district elects one representative to each of the national committees (with the exception of the Benefit Funds Committee). A district committee includes representatives from each of the affiliated branches in that district. The officers of the district committee, elected at the district AGM each June, are cathaoirleach, leas-chathaoirleach, treasurer and secretary. Each INTO district has established Principals' and Deputy Principals' Forums to support and advise principals and deputy principals.

Congress

Congress is the supreme governing body of the INTO. It is held each year to decide the work programme for the CEC and officials of the organisation for the coming year. Congress is usually held in the week following Easter Sunday, although there is provision within the rules to hold Congress in the week preceding Easter Sunday. For more information about Congress, see "Annual Congress" on page 6.



The Central Executive Committee

The CEC has 22 members comprising the INTO president, vice-president, former president, 16 district representatives and three ex-officio members namely: general secretary, deputy general secretary/general treasurer and northern secretary. The CEC generally meets on a monthly basis. Its duties include the following:

- ⌘ To carry out the decisions of Congress and report on progress made on the implementation of each resolution passed
- ⌘ To direct the affairs of the organisation between Congresses
- ⌘ To be responsible for the proper administration of funds under its control
- ⌘ To make representations/negotiate with employers or authorities controlling or having an interest in education in Ireland

INTO committees

Benefit Funds Committee (BFC): Its seven members are five elected representatives, one for each electoral division, the general secretary and the deputy general secretary/general treasurer. The committee administers organisation funds, in particular, the Benevolent Fund and the Illness and Mortality Fund.

Education Committee (EDC): Its 18 members are the president, vice-president and one representative elected by each of the 16 districts. The EDC advises the CEC on educational matters. The EDC prepares reports for the INTO's annual consultative conference on education matters.

Equality Committee (EQC): Its 18 members are the president, vice-president and one representative elected by each of the 16 districts. It advises the CEC on equality matters. The EQC submits an annual report to Congress and prepares reports for consideration by the organisation.

Northern Committee (NC): Its 16 members are elected annually by the members in Northern Ireland. A Northern Conference is held annually to determine policy on matters of concern to members in Northern Ireland.

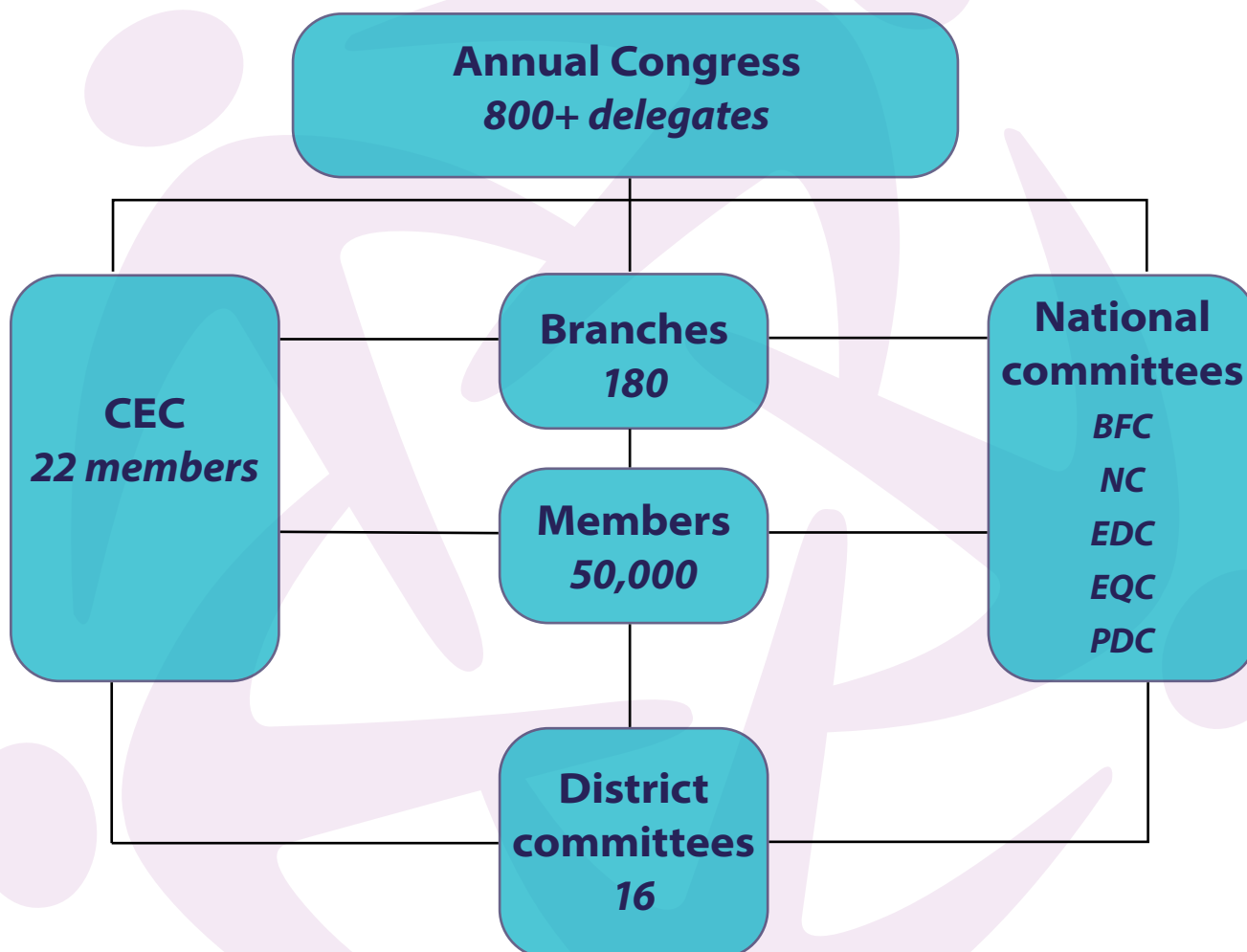
Principals' and Deputy Principals' Committee (PDC): Its 18 members are the president, vice-president and one representative elected by each of the 16 districts. The PDC advises the CEC on matters related to principal and deputy principal teachers.

Standing Orders Committee (SOC): Its members are elected from members of the district committees in each of the 16 districts. The SOC prepares the agenda for Congress from motions submitted by branches, district committees, CEC, BFC, and NC. It decides on the order of motions and other procedures for Congress.

Accounts Committee (AC): Its members are elected from members of the district committees in each of the 16 districts. The AC examines the various accounts and balance sheets of the organisation and reports to Congress.

Structure of the INTO

See the following diagram of the INTO organisational structure.

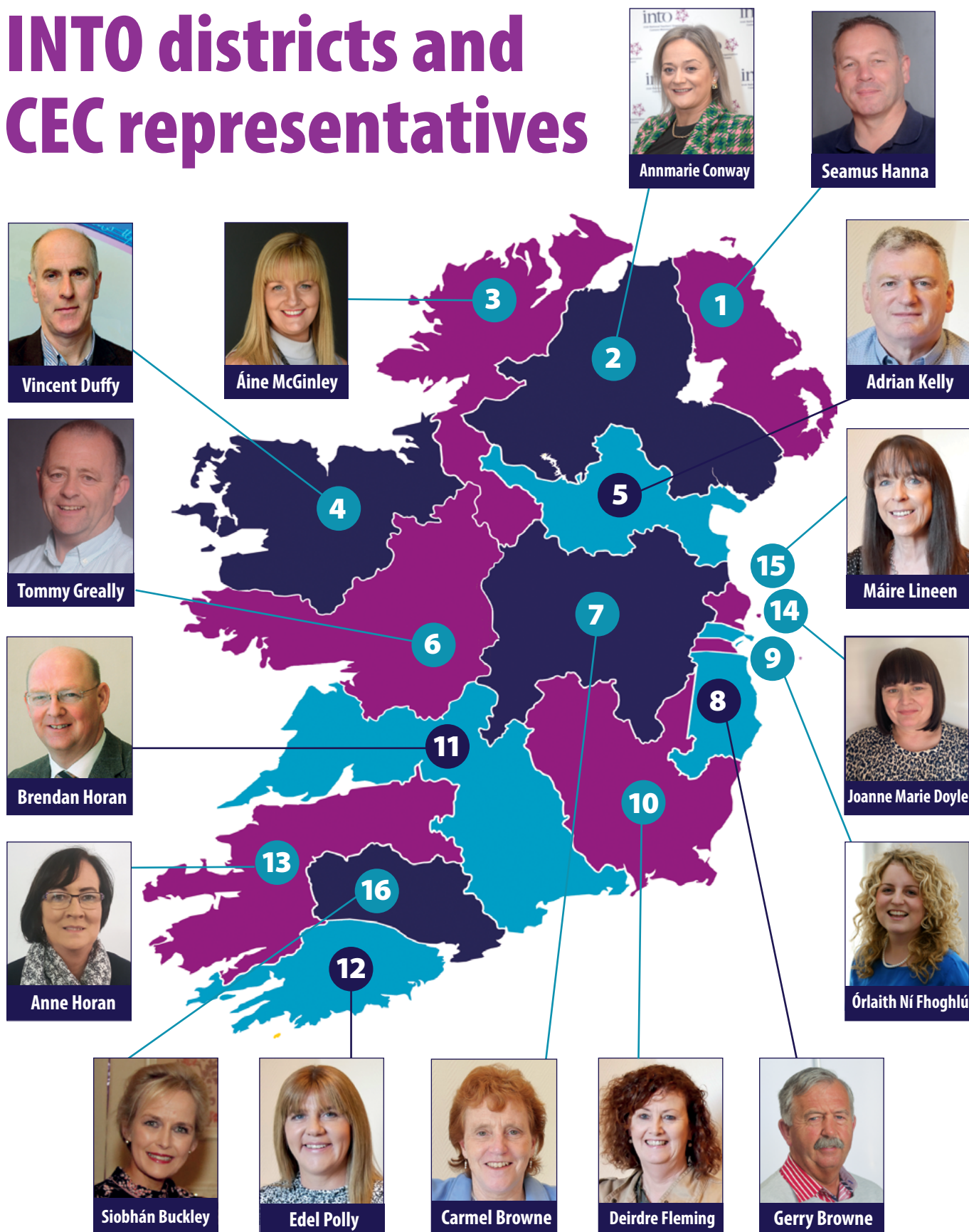


CEC representatives

See the following map of the CEC representatives for 2022 and the districts they represent.



INTO districts and CEC representatives



Districts

- | | | | |
|---|-----------------------------------|--|---|
| 1. Antrim, North Down, South Derry | 5. Cavan, Monaghan, Louth | 9. South Dublin City, West County Dublin | 13. Kerry, Limerick |
| 2. North Derry, Tyrone, Fermanagh, Armagh, South Down | 6. Galway, Roscommon | 10. Carlow, Kilkenny, Wexford, Laois | 14. North Dublin City, parts of Kildare |
| 3. Donegal, Leitrim | 7. Longford, Westmeath, Offaly | 11. Tipperary, Clare, Waterford | 15. North County Dublin |
| 4. Sligo, Mayo | 8. Wicklow, parts of South Dublin | 12. South Cork | 16. North Cork |

Annual Congress

Congress, the governing body of the INTO, decides the work programme for the CEC and officials of the organisation for the coming year.

The Standing Orders Committee (SOC) is responsible for the preparation of the Congress agenda. The SOC prepares order papers listing the business of Congress and the motions to be discussed. The INTO president presides over the deliberations of Congress.

Attending Congress

The following members attend Congress:

- ✎ Delegates elected by members from the 180 INTO branches
- ✎ Three delegates from each district committee
- ✎ Members and incoming members of the Central Executive Committee
- ✎ Members and incoming members of the Benefit Funds Committee
- ✎ Members and incoming members of the Education Committee, Equality Committee and Principals' and Deputy Principals' Committee
- ✎ Members of the SOC
- ✎ Two delegates from the Northern Committee
- ✎ Two delegates from the Accounts Committee

Sending delegates to Congress

The number of delegates that a branch may send to Congress is laid down by Rule 10 of the *INTO Rules and Constitution 2019*. Branches may send two delegates for the first 129 members in the branch with an additional delegate for each additional 65 members or part thereof.

Reports

Congress considers reports from INTO committees including the CEC. To view reports, log on to the officernet or Congress extranet.

Motions

Any member may submit a motion to their local branch for discussion at their annual general meeting (AGM). Motions passed by branches are sent forward for placement on the agenda for Congress. Congress considers motions submitted by branches, districts or the CEC. Some motions to Congress are discussed in public session which is open to delegates and guests. Others are discussed in private by accredited delegates only.

See the following information about motions:

- ✎ A motion is a proposition submitted for discussion and vote.
- ✎ It must ask Congress to declare an opinion or call for a course of action.
- ✎ Motions should be designed to promote the aims and objects of the organisation as set out in Rule 3 of the *INTO Rules and Constitution 2019*.
- ✎ All motions must be clear and unambiguous in meaning and intention.
- ✎ All motions must be capable of being implemented.
- ✎ Each motion should be brief and concise and should not contain argument.
- ✎ Each motion should deal with one topic only.

Sample motion

See the following example of a well-worded motion that was passed at a previous Congress:



Congress deplores the totally inadequate funding of primary education and calls on the CEC to demand that:

- ⌘ the reductions made over the past years to the school capitation grant be restored in full immediately
- ⌘ the minor works grant and the summer works scheme be fully reinstated on the calendar of grants
- ⌘ every school receives a reasonable budget to provide for the maintenance, repair and replacement of school ICT equipment and that high-speed broadband be made available to all primary schools

Determining priority for items on the final agenda

The SOC considers the following when determining priority for the final agenda:

- ⌘ The consensus among the general membership concerning the priority issues in any particular year.
- ⌘ The consensus among the SOC with the priority issues, and the motions which will result in the greatest degree of favourable and advantageous publicity for the organisation.
- ⌘ The degree of urgency attending to a particular motion.
- ⌘ The extent to which a particular motion will further the objectives of the organisation.

Congress timetable

The Congress schedule is decided by Rule 13 of the *INTO Rules and Constitution 2019*. The following table provides a brief outline of events.

Day	Time	Events
1	2 pm to 8 pm	<ul style="list-style-type: none"> • President's speech • Financial reports and motions, including auditor's report, statement of accounts.
2	9 am to 4.30 pm	<ul style="list-style-type: none"> • Minister for education address and response from INTO general secretary • Motions debated • Reports delivered
3	9 am to 3 pm	<ul style="list-style-type: none"> • Motions debated in private and public session

INTO rules and constitution

The INTO is governed by the organisation's [INTO Rules and Constitution 2019](#). To view this document, go to the About section of the INTO website. For a print copy, contact the INTO Head Office.

10 reasons to be part of the INTO

1 Advice, support and legal backing

We provide advice, assistance and support to members on a range of matters including conditions of employment, legal and industrial relations, trade union issues and professional matters. We have a wide range of expertise in dealing with stakeholders including the Department of Education, Teaching Council and managerial authorities. The INTO has a strong reputation for representing members at a range of forums including before the employer, Teaching Council, the Child and Family Agency and the Workplace Relations Commission.

2 Have your voice heard

The INTO, from the ground up, organises on democratic principles. Our representative structures are equitable, inclusive, participatory, transparent and accountable. The structures have been effective in delivering for members. Annual Congress is the governing body. We ballot members on major decisions, hold elections to key roles and run a range of consultative events (e.g. Youth Conference, Equality Conference, Special Education Conference).

3 Pay and conditions

INTO holds a negotiating licence as a trade union and works for improvements in teachers' salaries and conditions of service. Over the years, the INTO has won greater job security for fixed-term teachers, brought about reductions in class sizes, negotiated pay equalization and secured the implementation of outstanding allowances for school leaders.

4 Advice and financial support in hard times

The INTO's benevolent fund supports members or their families in cases of bereavement or financial hardship. The Benefits Funds Committee (BFC) members are available to advise in these situations.

5 Better together

Joining the INTO means you are part of Ireland's largest and longest-established teachers' union, representing over 50,000 teachers across the island. INTO subscription rates are competitive and offer great value for money. As an INTO substitute member you only pay for the days you work and all newly qualified teachers (NQTs) get their first six months of membership for free!

6 Financial benefits

You can protect earnings against the risk of serious illness through the INTO Salary Protection Scheme. The INTO also has a credit union (Comhar Linn), approved AVC and car insurance schemes and a money-saving discount card, Membership Plus.

7 Successful campaigns

Member campaigns such as Invest for the Best and Stand up for Primary Education have secured thousands of additional teaching jobs despite tight budget conditions.

8 INTO networks

Our LGBT+ Teachers Group provides support for LGBT+ teachers. The INTO Global Solidarity Network links teachers interested in global education and union issues.

9 Supporting you as a professional

The INTO is a progressive organisation that supports members through CPD programmes including seminars and webinars, Teaching Matters in InTouch magazine, the Irish Teachers' Journal, annual Education Conference and provision of study bursaries. The INTO leads on education issues through representatives on bodies such as the Curriculum Council (NCCA), the National Council for Special Education (NCSE) and the Teaching Council. The INTO has made detailed submissions on issues such as the provision of special classes in mainstream schools, substitute shortage/teacher supply, and the primary mathematics curriculum. For more information, visit our website.

10 Up to date information

You have access to reliable and accurate information via the INTO website, weekly ezines, InTouch magazine and through local branches and representatives like the INTO's elected Central Executive Committee (CEC) members, who are full-time teachers. Members can also log a query with the Queryline via telephone, email or the online portal.



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Your role as staff representative

Staff representatives provide an essential link between the membership, and branch and district officers, the CEC and the INTO Head Office. They play a key role in maintaining the INTO's position of strength as a representative organisation and an effective trade union.

As a staff representative, you have three key responsibilities:

- ⌘ Recruiting members
- ⌘ Informing members
- ⌘ Supporting members

To carry out your responsibilities, do the following:

- ⌘ Explain to non-members in your school how they can join the INTO.
- ⌘ Disseminate all information received from the INTO Head Office, branch, district or CEC representatives to members in your school.
- ⌘ Inform and advise members about their terms and conditions and agreed workplace relationship procedures.
- ⌘ Attend local branch meetings and keep yourself informed about union issues.

Appointment

Staff representatives are elected by the INTO members of each school staff and are then appointed by their branch.

Generally, staff representatives are elected in September and hold office for three years. If the position of staff representative is contested, an election is held by secret ballot of the members in the school.

The appointment of the staff representative is covered by Rule 96 of the *INTO Rules and Constitution 2019*:

"Each Branch may appoint Staff Representatives whose duty shall be to recruit members of staff in the schools which they represent to membership of the INTO and to represent the staffs in their schools in all matters relating to their professional interests. Should it not be possible to resolve any problem within the school, Staff Representatives shall make contact with the Branch Officers or CEC Representative."

After you are elected as a staff representative, inform the branch secretary. Ensure that the branch secretary has your contact details so that the INTO membership database is updated and you receive all appropriate communications.

Online support

The INTO has developed an online resource to support members taking on the role of staff representative. There are four modules that explain the following issues dealt with by staff representatives:

- ⌘ Staff representative's role and responsibilities
- ⌘ INTO structures and communications
- ⌘ Understanding teachers' terms and conditions
- ⌘ Managing workplace relationship difficulties

Local branch and district officers, CEC representatives and district development coordinators are also registered, allowing staff representatives the opportunity to network and communicate. For further details, contact tut@into.ie or view course information at moodle.intolearning.ie.

Your branch

As a staff representative, you are the key point of INTO contact in your school for local branch officers. Your branch secretary and branch organiser, in particular, will be keen to engage with you and offer you support in your role.

Your local branch organises briefing and training events and local meetings for all staff representatives in the branch. You should try to attend these to meet other staff representatives and to gain a deeper understanding of key union issues and how the union works to progress them.

Attending branch meetings

All branches hold an October meeting and a January AGM. Some branches also hold a meeting in May. Meetings give you an opportunity to discuss issues related to teachers' terms and conditions, and school and education. Your CEC representative attends all meetings and gives an update on current INTO issues.

Nominations for delegates to INTO conferences and INTO Congress are sought at branch meetings. For example, nominations for the INTO Education Conference, held in November, are sought at the October branch meeting and nominations for delegates to INTO Congress, held at Easter, are sought at the January AGM.

At the January AGM, motions submitted by branch members for INTO Congress are discussed. Branch committee members and branch officers for the post-Congress branch year are elected.

INTO meetings

You may want to organise a members' meeting for various reasons, including the following:

- ✎ to discuss problems within the school e.g., school building standards, decisions of the board of management, or policies that affect members' conditions
- ✎ to explain directives and policy decisions
- ✎ to inform and report on branch meetings
- ✎ to obtain staff members' views
- ✎ to discuss and prepare motions for branch meetings or Congress
- ✎ to conduct a ballot of members

Time and venue

Meetings of INTO members should be held:

- ✎ on school premises, with permission of the school authorities
- ✎ outside of working hours. Management may allow meetings during school hours provided appropriate arrangements can be made for the care and supervision of pupils.

In many schools, the period immediately before or after a staff meeting is often used for an INTO meeting. In this case, it is important that it is clear to all that it is a union meeting.



Procedure for meetings

Adhere to the following guidance when you hold an INTO meeting:

- ✎ Invite all INTO members to attend.
- ✎ Give members prior notice of all items to be discussed or voted on at the meeting.
- ✎ Encourage all members to express their views.
- ✎ Keep meetings brief.
- ✎ Before a decision is finalised, ensure that everyone understands the implications of the decision.
- ✎ In the case of a ballot meeting, follow the advice given in Head Office guidelines.

Encouraging participation

"The life force of any union is its membership and a union is only as effective and powerful as the members who actively participate in it and campaign." *Mary Magner, Chairperson of the Taskforce on Participation*

Effective participation in the INTO provides opportunities for the personal and professional development of members, pride in membership of the INTO and an understanding of its value. Such membership engagement might be active or passive at particular times during a member's career. It does, however, recognise the mutual, co-operative nature of the INTO as an organisation, and the importance of participation for the functioning of such an organisation.

How can staff representatives encourage participation?

- ✎ Ask members to attend meetings to encourage participation at local branch level.
- ✎ Explain to non-members how they can join.
- ✎ Promote the supports and services provided by the INTO, which include the following:
 - * Members' queryline
 - * Legal support for members
 - * [INTO website](#)
 - * INTO social media: [Facebook](#), [Twitter](#) and [Instagram](#)
 - * Benefits and discounts
 - * INTO learning courses
 - * Employee assistance service
- ✎ Include members with particular interests in lobbying politicians.
- ✎ Assist local and national media coordinators in achieving positive coverage for issues promoted by the INTO.

Joining the INTO

Permanent, fixed-term or substitute teachers can join the union on the [INTO website](#). The subscription is deducted directly from salary in the case of teachers who are on the Department of Education (DE) or Education and Training Board (ETB) payroll. The subscription is 0.75% of salary.

Each teacher joining the INTO for the first time receives six months' free membership. For more information about joining the INTO and about categories of membership, visit the [INTO website](#).

Handling members' queries

To help members with queries, do the following:

- ✎ Listen to the problem and assure the member that their query will be dealt with in confidence.

- ✎ Provide advice only if you are sure it is completely reliable, and if in doubt, consult the appropriate CEC representative.
- ✎ If it is an urgent matter, direct the member to Head Office or their local CEC representative.
- ✎ Direct the member to further sources of information, for example, the INTO website, their CEC representative or INTO Head Office.

Members' queryline

The fastest way to get an answer to a question is to visit the [INTO website](https://www.into.ie). Members can also ring the queryline on 01 804 7700 or email info@into.ie.

The queryline is operational from 9 am to 5 pm daily. However, a team member may call you back up to 6 pm. Calls to the queryline are logged by our reception staff, who will need to verify you are an INTO member. Your query is then assigned to a team member with the relevant expertise to deal with the specifics of the enquiry.

Contact your district or CEC representative

Members who want to contact their district or CEC representative by telephone are requested not to make contact during school hours except in the most urgent cases. District and CEC representatives may be contacted between 4 pm and 6.30 pm on weekdays. If unavailable, leave a message and the call will be returned at the earliest opportunity. Please do not contact your district representative on a Sunday or after 12 pm on Saturdays.

Other resources

See the following list of useful resources:

- ✎ [INTO Rules and Constitution 2019](#)
- ✎ [INTO website](https://www.into.ie). Use the **Search** facility.
- ✎ INTO member's diary. This contains current salary scales and allowances, and useful contacts.
- ✎ [Working Together, Procedures and Policies for Positive Staff Relations](#) (INTO, 2000).
- ✎ [Rules For National Schools \(DE\)](#)
- ✎ [Circular Letter 0054/2019](#)
- ✎ [Department of Education](#)
- ✎ [Teaching Council](#)
- ✎ [Governance Manual for Primary Schools 2019-2023 \(DE\)](#)
- ✎ [Board of Management Handbook \(CPSMA\)](#)



Counselling and wellbeing

Spectrum.Life has been contracted by the Department of Education to deliver the Employee Assistance Service. The purpose of the service is to provide teachers and their immediate family members with easy access to confidential counselling and a telephone helpline to assist teachers in coping with work-related issues, family issues, emotional concerns or relationship difficulties. The service is free and confidential, and available 24 hours a day, 365 days a year to teachers in schools. Spectrum.Life was formerly known as Inspire/Carecall.

To contact the service, call the freephone number 1800 411 057 or text 'Hi' to 087 369 0010 via SMS or WhatsApp.

3

Staying informed

Take the following steps to stay informed:

- ✎ Go to your branch meetings. Check dates with your branch secretary or look at the events calendar on the [INTO website](#).
- ✎ Read the *Eolas*. Whenever we have exceptional news, an *Eolas* is issued to members and posted online.
- ✎ Read the INTO e-newsletter. It is emailed on Tuesdays during term-time.
- ✎ Visit the INTO website.
- ✎ Follow the INTO's social media channels: [Facebook](#), [Twitter](#), [Instagram](#)

INTO website

The INTO website publishes the latest news, advice, and information related to teaching. The following is some of the information you can access on the website:

- ✎ Information about INTO campaigns and how to get involved
- ✎ Advice about understanding your pay slip and maximising your earnings
- ✎ Members only access to the [Help & Advice](#) section
- ✎ DE circulars and updates
- ✎ Information about the free health insurance comparison service and the Teachers' Car Insurance Scheme
- ✎ When and where local INTO events will be held
- ✎ Contact information for your INTO branch



InTouch

InTouch provides union and education news, thought leadership, practical guidance and inspiration for teachers. The magazine is posted to schools, normally during the first week of every month. If your school does not receive their copies, contact INTO Head Office. *InTouch* is also published online on the [INTO website](#).

If you do not want to receive a print copy of *InTouch*, log on to the INTO website. Click **My Profile** and in the right pane, click **My Preferences**. In the **InTouch Consent** area, select **I do not wish to receive a hard copy of the InTouch Magazine from the INTO**.

InTouch submissions

InTouch welcomes submissions from members. If you have practical guidance, lesson ideas, top tips or photographs to share, please send your ideas to the INTO for consideration by emailing editor@into.ie.

INTO learning

INTO Learning is the professional development and union training section of the INTO. It supports both trade union officer training and teacher professional development.

INTO Learning provides year-round professional development support to teachers. These supports include:

- ⌘ Online and face-to-face courses, including a comprehensive summer programme approved for EPV days
- ⌘ Whole-staff professional development packages





4

Member benefits

See the following benefits for members. For the latest information about offers, go to the [Benefits & Discounts](#) section of the INTO website.

Benefit funds committee (BFC)

The purpose of the committee is to give help and advice to INTO members who fall into financial difficulty. The following financial support can be given:

- ⌘ Death grant for members or spouse while in service
- ⌘ A small emergency grant (if specific conditions are met)
- ⌘ One-off grant to help resolve a situation
- ⌘ Long term grants on occasions that are reviewed regularly
- ⌘ A grant that will be paid back when funds come through (ill health)

For your local BFC representative's contact details, go to your INTO member's diary.

INTO grant for educational research

The INTO Bursary Scheme for members grants six bursaries of €3,000 for doctorate level and €1,500 for master's or other level of education. Bursaries are open to all INTO members. Any project that has been approved as a research endeavour by a recognised third level institution will be considered for grant purposes.

For more information and to download the application form, go to the [INTO website](#).

INTO solidarity fund

The INTO solidarity fund provides support to INTO members who want to volunteer with recognised charities, development agencies, missionaries or trade union groups in the developing world. It also provides funds for capital expenditure projects such as the construction of schools, classrooms, libraries, textbooks and the professional development of teachers and curriculum initiatives.



For more information and to download the application form, go to the [INTO website](#).

INTO retirement planning seminars

INTO provide a series of retirement planning seminars for our members throughout the school year. The seminars are delivered by our team of experts and are specifically tailored for primary teachers who are contemplating retirement. We endeavour to assist members in understanding what to expect from retirement and in helping with the preparation required.

The programme includes:

- ⌘ Pensions and retirement/superannuation
- ⌘ Introduction to the Retired Teachers' Association
- ⌘ Taxation

- ⌘ AVCs and investments
- ⌘ Legal and inheritance
- ⌘ Handling lifestyle changes
- ⌘ Healthy living in retirement

To register for seminars, go to the [INTO website](#).

Finance and insurance



Comhar Linn
INTO Credit Union

Comhar Linn Credit Union

Comhar Linn only serves the INTO and RTAI members and their families on a not-for-profit basis. It offers several benefits for members.

- ⌘ **Current account:** Easy to sign up, transparent fees, contactless payments, fee free for students, globally accepted Mastercard debit card
- ⌘ **Loans:** A wide range of borrowing options at highly competitive rates
- ⌘ **Budget accounts:** Efficient and stress-free way to manage household bills
- ⌘ **Insurance:** Great cover and a great price from the people you trust
- ⌘ **Online services:** Access to 24/7 online banking services
- ⌘ **Bursaries:** A number of bursaries annually to students in the Teacher Training Colleges
- ⌘ **Monthly car draw:** A monthly car draw along with fantastic prizes up for grabs

To apply, visit www.comharlinnintocu.ie.

AIB credit card

The INTO has partnered with AIB to offer you an affinity credit card with a reduced interest rate, issued exclusively to INTO members. The offer includes the following:

- ⌘ No annual bank fee
- ⌘ An introductory annual interest rate on purchases and balance transfers for 12 months from the date the credit card account is opened
- ⌘ Up to 56 days interest free credit

Health insurance comparison



INTO provides a health insurance comparison service through Cornmarket Group Financial Services Ltd. With new plans introduced into the market each year, it is important to shop around to ensure that you are getting the best cover available to match your needs and budget. Cornmarket has a team of experts who are available to help you get the best deal.

The INTO have negotiated several exclusive arrangements and discounts with the insurers. In 2021, INTO members saved an average of €282* when they reviewed their health insurance with Cornmarket. To avail of this service, visit www.cornmarket.ie or call (01) 408 6214.

*Average saving based on 287 INTO customers who reviewed & switched their cover between October 2020 and October 2021 (Source: Cornmarket November 2021).

Salary protection scheme

The salary protection scheme provided by Cornmarket provides you with a replacement income of up to 75% of your salary if you are unable to work due to illness or injury. It helps give financial security and peace of mind so you can focus on getting better.



Other schemes include:

- ⌘ Specified illness for a fixed, one-off, tax free payment, if diagnosed with one of 36 listed conditions
- ⌘ Death in service benefit for a one off lump sum of twice your gross annual salary, payable to your estate
- ⌘ In 2019 a new benefit of €5,000, tax free, was added for members who have taken Carer's Leave for 26 or more consecutive weeks.

Please note that members going on any form of unpaid leave should contact Cornmarket in advance to make appropriate arrangements. To contact Cornmarket, visit www.cornmarket.ie or call 01 408 4007.

Teachers' car insurance

Cornmarket insures cars for 1 in 2 teachers. Their strength in numbers means they secure the best value for money for INTO members and their partners.

The Teachers' Select Comprehensive policy offers the following cover:

- ⌘ Automatic, comprehensive cover when driving other cars so you can get behind the wheel whenever you need to.
- ⌘ Full bonus protection ensures that regardless of the claim amount your bonus will not be reduced
- ⌘ StepBack protection ensures that if you make a second claim, you'll only lose part of your bonus
- ⌘ You can drive your car for work. You are insured to bring students or colleagues with you. If your car has been maliciously damaged on school grounds in the staff car park, you are covered and it will not affect your no claims bonus.

For more information about the Teachers' Select Comprehensive policy, visit www.cornmarket.ie or call 01 408 4007.

Teacherwise home insurance

Marsh Ireland offer an exclusive home insurance package for INTO members. The offer includes the following:

- ⌘ Guarantee to beat your insurance renewal on a like-for-like basis
- ⌘ Exclusive to INTO members
- ⌘ Market-leading covers and policy benefits
- ⌘ Various payment options including 0% finance
- ⌘ Dedicated service team at JLT Ireland for all enquiries
- ⌘ Award-winning claims service and support
- ⌘ Dedicated service team at Marsh Ireland for all enquiries

Membership plus

The Membership Plus Card gives you access to over 1,500 offers and discounts for you and your family to enjoy. You can enjoy great savings on meals out with family and friends, checking out the latest blockbuster movies, keeping fit at the gym, your weekly grocery shop, getting away for a hotel break, looking good in a new outfit, and so much more.



The Membership Plus digital card is now available within the Membership Plus app. Install or update the app now to enjoy your Membership Plus discounts, even if you leave your plastic Membership Plus card at home.

For more information, go to www.membershipplus.ie.

EDUC Mortgages



EDUC Mortgages will advise members on all aspects of mortgages. If you are a first-time buyer, moving home, considering building a new home or if you currently have a negative equity mortgage, EDUC Mortgages can help you. For more information, go to www.educmortgages.ie or call 01 299 5020.

Irish tax and accounting solutions

Irish Tax Support offers a professional tax and accountancy service and INTO members receive exclusive discounted fees. The company provides an annual tax return service along with ongoing support and advice regarding financial and taxation affairs. For more information, go to www.itasaccounting.ie or call 01 539 7999.



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Associated groups

Global solidarity



The INTO Global Solidarity Network lobbies and campaigns for teachers' rights worldwide, in particular teachers' unions and individual teachers who are being victimised or harassed in pursuit of their human or trade union rights. If you would like to join and support the Global Solidarity Network, email jobrien@into.ie.

LGBT+ teachers' group

The INTO LGBT+ Teachers' Group group meets six times a year and provides a forum for support and discussion. The group has worked hard to end discrimination against LGBT teachers and in 2015 welcomed the amendment of Section 37.1 of the *Employment Equality Act*. The INTO LGBT Teachers' Group continues to build awareness of teaching resources for primary schools to address homophobic and transphobic bullying.



Email: lgbt@into.ie

Facebook: [INTOLGBTTeachersGroup](https://www.facebook.com/INTOLGBTTeachersGroup)

Twitter: [@intolgbt](https://twitter.com/intolgbt)

Global citizenship school

The global citizenship school supports primary schools in learning about and taking action on local and global issues. For information about lesson plans, school actions, and teacher supports and resources, go to the [Global Citizenship School](http://www.globalcitizenshipschool.ie) website.



Teachers' musical society



The Teachers' Musical Society is made up of primary and secondary teachers. Since 2000, they have put on yearly shows and have grown into one of the leading musical societies in Ireland. The society has won numerous awards at the Waterford International Festival of Light Opera as well as from the Association of Irish Musical Societies (AIMS).

Email: teachers.ms@gmail.com

Facebook: [Teachersms](https://www.facebook.com/Teachersms)

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TeacherConnect

TeacherConnect links teachers for job sharing and temporary teacher reassignment. We urge all primary schools to register on [TeacherConnect](#).

Job sharer

The [TeacherConnect](#) job share register is an INTO service for members to facilitate inter-school job sharing between teachers who are employed in one school but who want to job share with a teacher in another school.

Teachers can register their details and place an advert on TeacherConnect stating whether they are seeking a job share partner for their own school or for a different school. All INTO members may search the register for a suitable partner.

Please note that part-time, replacement teacher posts must be advertised in the normal way, in accordance with *DE Circular 0044/2019*, and not on this register.

Temporary reassignment

The temporary reassignment register helps INTO members organise a temporary exchange from one to school to another for the duration of the school year. Teachers register on [TeacherConnect](#) stating the general area their base school is located and where in the country they are seeking a temporary relocation. All INTO members may search the register for a suitable position.



8,000+

Searches per week



12,680

Schools served



12,000+

Messages per week



7

Data protection

The INTO is committed to processing all personal information in accordance with the *General Data Protection Regulation (EU) (2016/679)* (herein GDPR), *Irish Data Protection Laws 1988 to 2018* and any other relevant data protection laws and codes of conduct (herein collectively referred to as 'the data protection laws').

The INTO is a data controller and has appointed a Data Protection Officer (DPO) under the data protection laws (email: dpo@into.ie). INTO regards the lawful and correct treatment of personal information by the organisation as very important both to the successful operation of INTO and for maintaining confidence between ourselves and our members. We therefore make every effort to ensure that personal data are treated lawfully and correctly. For more information, see our [Data Privacy Notice](#).

Tips for the protection of personal data

- ✎ When sending a group email, put all contacts in the Bcc section of the email address bar.
- ✎ Do not throw sensitive information in ordinary paper bins. Ensure unrequired paperwork which contains personal data is destroyed safely using a shredder.
- ✎ All sensitive data should be encrypted, i.e. password protect all Word, Excel, and PDF documents that contain personal data.
- ✎ Regularly back up information using a safe and secure method.
- ✎ Keep all usernames and passwords safe and out of sight.
- ✎ When collecting email addresses and other personal data, explain clearly what this information will be used for and how long it will be retained.
- ✎ Keep all sensitive data locked away when not in use.
- ✎ Never work on sensitive data in a public place or leave in view.
- ✎ Do not leave documents lying around on a photocopier, printer or fax, as this is a common way for information to be compromised. Always collect documents promptly.
- ✎ Always lock your computer when leaving it unattended even if it is only for a short while. For Windows machines, use the keyboard shortcut Windows + L.
- ✎ Avoid, as much as possible, using removable storage media, e.g. a memory stick, if used ensure it is encrypted, i.e. password-protected, and locked away when not in use.
- ✎ Any breach of personal data must be notified immediately to the DPO by contacting dpo@into.ie.
- ✎ If in doubt, check it out (contact dpo@into.ie).

