



Circular 0026/2022

To: Managerial Authorities and Principal Teachers in Primary Schools

Release Time for Principals in Primary Schools for the 2022/23 School Year

1.1 Introduction

The purpose of this circular is to set out the number of days that teaching principals may take as release time in a school year in the 2022/23 school year.

This circular supersedes previous circulars, 0019/2020 and 14/01.

1.2 Release Time for Teaching Principals in Primary Schools

Each school with a teaching principal will have 37 release days in the 2022/23 school year.

1.3 Posts to facilitate release time for Principals (Principal Release Time Posts)

All Principal Release Time Post clusters in place for the 2021/22 school year will cease with effect from the end of the 2021/22 school year.

Schools may combine their new allocation of principal release days into clusters so as to form a full-time fixed-term post to cover each school's principal release days for the 2022/23 school year.

Schools cannot be involved in more than one principal release cluster in any school year. Only schools with teaching principals may be the base school for a Principal Release Time Post.

As part of the clustering process, schools should agree a timetable for the teacher.

Principal Release Time Posts are fixed-term posts and should be filled in accordance with the published redeployment arrangements and must not be filled until the



Department advises that the post is not required for a teacher on the Main Redeployment Panel.

One school in the cluster must be nominated as the base school. This school will be the employing school for the teacher in the post. The post will not give rise to the payment of an increased allowance to the Principal or the creation of an Administrative Principal post or additional Posts of Responsibility.

Each cluster must contain a minimum of 182 days. Principal Release Time Posts with a combined entitlement of more than 182 days in the cluster may use normal casual substitution to cover the number of days in excess.

Participating Principals are required to record all release time absences on the On Line Claims System (OLCS) for days covered by the Principal Release Time teacher. Principals of the schools in each cluster are required to formally plan, coordinate and document the pattern of their release time absences.

As a shared post, teachers in Principal Release Time Posts may claim travel expenses.

The application form for Principal Release Time Posts is attached at [Appendix A](#). The closing date for receipt of applications is Monday 9th May 2022.

Schools that choose not to get involved in a Principal Release Time Post cluster may employ a substitute teacher for each day that the Principal is on release time.

1.4 Attendance on Release Days

The Principal should be present in the school during the periods of release time unless absent on official school business approved by the Board of Management.

1.5 Duties to be undertaken during Release Time

The purpose of release time is to enable Principals be released from teaching duty to undertake administrative, leadership and management functions within the school.

Principals are required, in consultation with the Chairperson of the Board of Management, to draft a programme of duties, to be undertaken during release time. A brief report on the use of the release time must be presented at one Board of Management meeting annually. A copy of the report should be retained in the school and be available for inspection by a Department Inspector.

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Primary Teacher Allocations
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