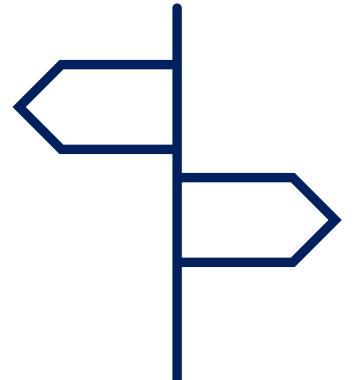
Supporting Members: Understanding Terms and Conditions

Ashling Lynch, Official, Conditions of Employment and Leadership Staff Representative training, Tullamore Court Hotel 12 November 2025





Understanding Terms and Conditions



We will be looking at:

- The origin of teachers' terms and conditions
- Dispute resolution
- Issues that may arise supervision, meetings, Croke Park hours
- Where to find reliable information and support



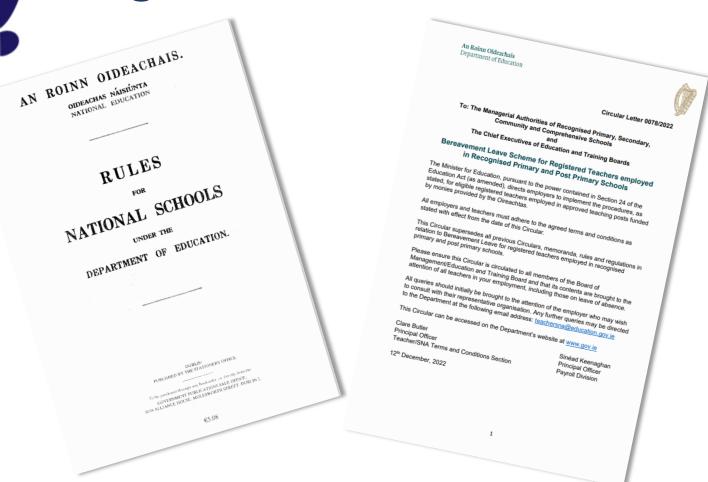


What we mean by Terms and Conditions





Origins of teachers' terms and conditions





Irish National Teachers' Organisation
Cumann Múinteoirí Éireann

Rules for National Schools (1965), DEY Circulars and Information Notes, Legislation, and Custom and Practice



Changes to terms and conditions

- Negotiation
 - E.g. Parental Leave available until children turn sixteen; access to additional bereavement leave; non-statutory brief absences in circular 32/2007; Croke Park hours
- Legislation
 - E.g. Introduction of Parent's Leave; breastfeeding breaks; Single Pension Scheme
- Custom and practice in individual schools
 - E.g. length of school day, management of supervision duties





Dispute resolution











Operational matters

Supervision, Croke Park hours, meetings, exceptional closures





The school day

- Per Rules for National Schools standard school day is five hours and forty minutes
- Assembly, Supervision and Preparation twenty minutes included in the standard school day within Time in School circular 11/1995
- Circular 0017/1977 allows reduced day for children in infants and first class (working day for teachers is not changed)
- INTO directive (1985), infant teacher "shall not be compelled to perform any teaching duties for the remainder of the school day"
- Per 0072/2022, standardised school year no DEY provision for half-days





Exceptional Closures

- Power cuts, inclement weather, school building being used as polling station, etc.
- Closures are a matter for school authorities
- Rules for National Schools, Rule 60, Exceptional Closure
- Standardised school year circular 0072/2022 includes Contingency arrangements in the event of unforeseen school closures, and guidance for making up lost tuition time at Appendix B





Supervision

- Circular 33/2013 (HRA), participation in mid-morning and lunchtime supervision is compulsory for all teachers
- Allowance for supervision duties restored to basic scales in two tranches, September 2016 and 2017
- All qualified teachers are paid for supervision and should carry out duties
- Local arrangements when rostering substitute teachers, teachers on supply panels, principal release day clusters and shared SET teachers – individual teachers should not be completing disproportionate supervision duties just because they are working between schools

Cumann Múinteoirí Éirean



Supervision

- Teachers have duty of care throughout the school day, irrespective of supervision rota – acting in loco parentis
- What constitutes "adequate supervision" is a matter for the employer to decide
- Supervision before or after normal school hours may be allocated against Croke Park time, or in the duties of postholders
- If school is open and supervision is generally provided before school opens, Board will have duty of care to pupils





Supervision

- Commitment to cover 43 hours per year, including cover for colleagues absent on self-certified Sick Leave and Illness in Family, but in practice – teachers supervise as required
- Schools will consider factors such as
 - Pupils with additional needs
 - Ages of pupils e.g. junior school vs senior school
 - Layout and location of the yard
 - Supervision requirements in very small schools
- Pregnant teachers may request to be excused from yard duty a matter for employer, no blanket policy or guidance

Cumann Múinteoirí Éirean



Breaks for teachers

- Organisation of Working Time Act 1997
- Workers are entitled to:
 - A 15 minute break having worked more than 4 hours and thirty minutes
 - A 30 minute break having worked more than 6 hours, which can include the first 15-minute break
- School day is five hours and 40 minutes, so statutory entitlement to breaks will be fifteen minutes
- Forty minutes recreation and break outlined in circular 11/1995 and Primary Curriculum Framework are pupils' breaks, not part of teachers' terms and conditions

Croke Park hours

- 36 hours must be completed
- Pro rata for job-sharers, part-time teachers
- Can deal with some or all of the following:
 school planning continuous professional development induction pre
 and post school supervision policy development staff meetings –
 nationally planned in-service school arranged in-service
- If aggregating time into full days, consensus agreement of staff is required
- Up to 10 hours will be available for planning and development work on other than a whole-school basis and as approved by management (circular 0042/2016)
- INTO submission seeking additional flexibility





Circular 14/2004 – Parent-Teacher and staff meetings

- Supersedes Croke Park Agreement, but still in operation
- One staff meeting per term "provision to allocate from normal school time a period equivalent to the time given outside school" (The "half in, half out" staff meeting)
- Croke Park time may be used in lieu of the "half in" portion of this meeting, if the meeting is wholly outside school hours
- One Parent-Teacher meeting per school year, school may close fifteen minutes early, two hours and 30 minutes for meetings





Substitute teachers – yard duty, Croke Park hours, planning days, exceptional closures

- Croke Park Agreement extends to substitute teachers too
- Supervision and substitution allowance was restored to basic salary scales and to daily substitute rates – it's fine to include substitute teachers on supervision rota
- Curriculum planning or training days if the vacancy exists, a substitute can attend and will be paid as normal
- Exceptional closures substitute who is scheduled to work can be paid, must be input on OLCS before closure is recorded





"Sub for a sub" form

- A substitute teacher a non-casual employee after they have completed 40 days work within the school year, or **from the outset** of a contract of longer than forty days duration
- When a non-casual substitute teacher is taking substitutable leave of absence:
- The teacher who is actually present and working in the school should be recorded on the OLCS
- The non-casual substitute teacher who is absent will use this form to claim payment for their day's leave

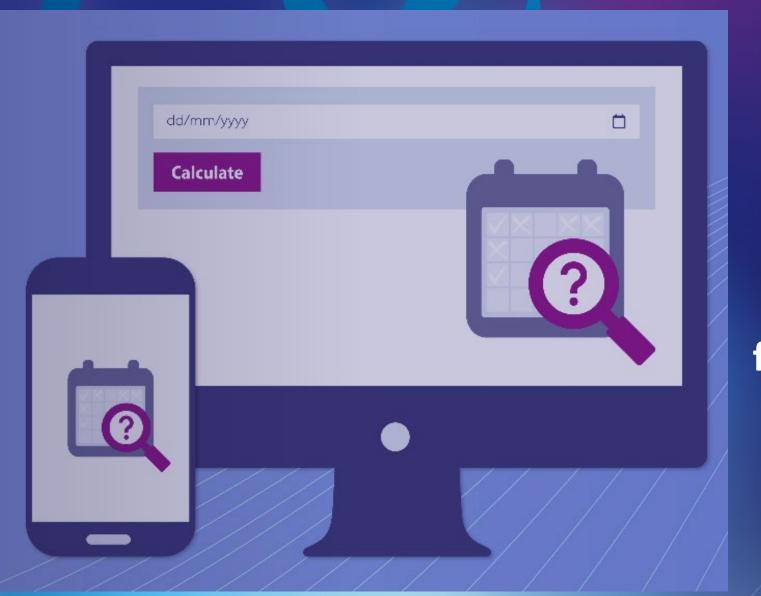
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Resources





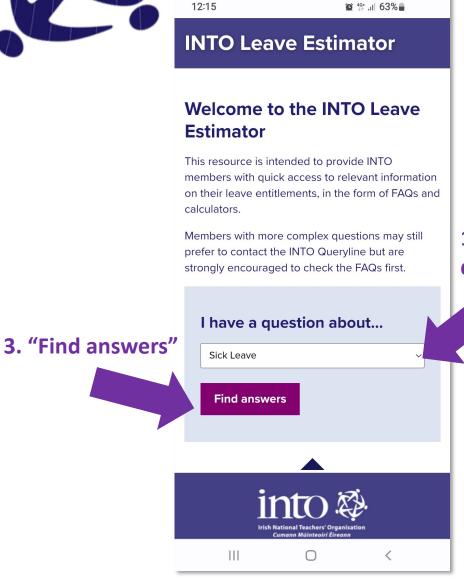
INTO Leave Estimator

Instant answers to leave-related queries for desktop and mobile

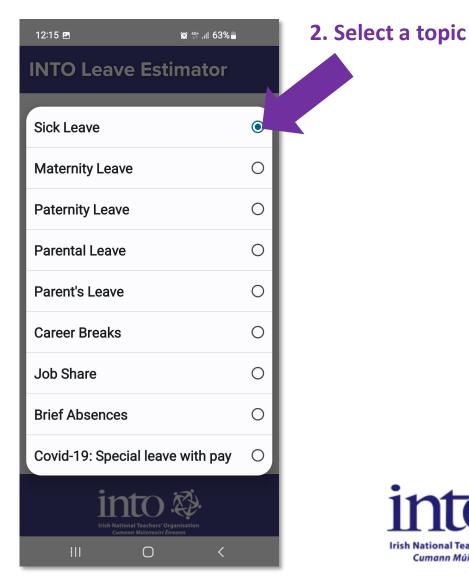




Online Leave Estimator



1. Click on the dropdown menu





InTouch articles





What is a break in service?



Leave poster

A-Z OF LEAVE for Primary Teachers

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Breatfeeding Breaks Consided in General Strate In Consel Strate Consel S	of communities Breaks to facilitate breastfeeding during first two years after fails Depoid faces for trackers who are running in a general delation.	Yes .	Up to 20 disps following death of breaker's spouse, partner, or shift, or other person in 'e relative entity of dismession dispension's the relative entity of dismession dispension's the the season. Up to five disps following death of purent, grandipsened, or children. One day following distribution dispension, princip or nephero. See Appendix A. of circular for full details.	Yes	Combre 8508/2012
General Election Considente in Lecal Election Conner Break Conner Break	two years after kirth Unpoid Lease for teachers who are running in a general election		Continues de action total access		
	general election	-		No	Conde districts
Corer's Leave	Leave for teachers who are running in a local election	No	Available from date that papers are ladged, to the date of the count, includes	Yes	Constant SEED (2002) - Section 1
Corer's Leave		Tes.	One day, on the day of the election	No	Chicalan (1003/2007 - Section 3
Cover's Leave	Break from normal duties for purpose of coring, study, travel, etc.		10 school years, maximum of five years consecutively	Fixed-term teacher appointed	Omder 2014/2019 - Chapter 7
Continue	Care for person who is medically certified in in meed of core	No.	104 weeks (in respect of one "relevant person")	Yes	Consider SSSEC/2009 - Chapter 8
- ottending as a witness	Teacher required to attend court under summans or subposess	Yes.	The number of days required by currenors or subposess	No.**	Consider STREET, CORNEL - Section 3
Court Leave - separation	Court proceedings re legal separation	Yes	One school day	No	Coular DDD/2007 - Section 3
Court Leave - a personal case	Teacher required to attend court as a defendant or phaintiff in a personal case	80	The number of days required by the court	Yes	Chicker SSSS/2007 - Section 1
Court Leave — school business	Attending legal proceedings on behalf of the school	Yes	The number of days required by the court	Yes	Condo SERVICES - Section 1
CONTO-18: Special leave with pay	Absence for self-isolation following positive Covid-18 test	Yes.	Up to five consecutive doys in any one instance	Yes	Consider SECON (SECTION AND INCOME.)
Damestis Vialence Leave	For a victim of diamentic violence to obtain relevant services; or a teacher who is coolding a relevant person who is a victim of diamentic violence	Yes	Five days in a consecutive 12-month period	Yes	Chicago STERVENTE
Extre Personal Vacation (EPV)	Family or other recoons	Yes.	Fine achool days in a school year. Number of days links to length of approved course attended	No	Charles SERVINE and SERVING
Graduation/Commissioning Reception, Other's Marriage Leave	Inmediate family member graduating, entering Gardar Defence Furces, entering religious under, marrying	Yes	One school day	No	Charles 2022/2027 - Eaction 3 on Charles 2028/2027 - definitions of family marriers
Mores in Family and Fame Majoure Leave	Face Majoran. Upper family remains, based on the librar or injury of an exemulation relative, where the leacher had to within a delay within a delay. Block in Family Learn. Berson and unforced librar or injury to a had	Yes	Force Polymer: Those subwall slope in 12 connectation months, or fineschaul dispo in 80 connectation months, or fineschaul dispo in 80 connectation excepts and some process of the solical days in a school year, in respect of an incredible solution or finese school days in a school year in connectation solution or finese school days in a school year. In respect of a reservant resistant solution of the solution	From second day if taken consecutively***	Create sone one
jub-aluming	Work flexibility for family or other reasons	Half-pay	Unspecified	Fixed-term teacher appointed	Contraction - Chapter 8
Jury Service	Called to attend for jury service	Yes	The number of days deemed necessary by the court	Yes	Chronic SEES/2007 - Section 1
Materially Leave	Birth and early care	Yes	25 consecutive weeks (and option of additional unpoid leave)	Yes	Crowler 20th (2010 - Chapter 2 or Information Rate TC/W (2010) 2004
Other Leave related to Parenthood	Health and safety leave during pregnancy, orderated classes, etc.	Yes	Variable	Generally, yes	Circle 1054/2019 and 2012/200
Personal Leave	Care of children under 16	No.	36 weeks per shild in blocks of seven days	Yes	Consider Conscious - Chapter & or Information Rule (M/TC CONSCIOUS
Person's Leave	Leave during the first two years of a child's life, or in the case of saloption, within two years of placement of the child with the family	No.	Nine weeks in minimum periods of seven days	Yes	Complex Contact States
Paternity Leave	Caving responsibilities soon after the birth or placement of a child	Yes	Two consecutive weeks, to be taken within als manths of birth/placement	Yes	Charles 0004/2018 - Chapter 4, and delenation bloss 10/05; 2012/2024
Representing trained at international Sporting Scott	Representing treated at sporting event, governing body must be recognised by Sport treional	Yes	Number of days required, subject to employer's approval — evidence must be submitted to the Department of Education	Yes	Conductors/2007 - Section 1
Search and Reccae Leave	Call-out on search and rescue agentifican for members of specified voluntary search and rescue arganizations	Yes	Fine days in a school year	Yes	Charles additions
Sink Leave (Certified)	Unable to work due to liness or attending medical or dental appaintment which could not be scheduled for subside school time	Yes, full gray, half gag, or temporary rehabilitation remuneration (1999)	Up to 182 days poid sisk leave in a rating four pear period or extended to 355 days for a citical flows, if approved. Thereafter, 188 or unjust certified sisk leave may apply	Yes	Conta sentiana
Sick Leave (Self-certified)	Unable to work due to threes or attending medical or dental appointment which could not be scheduled for auticide as hoof time	Yes, subject to certain conditions	Three consecutive days, and not more than seven days in a railing two-year period	No***	Omder 2018/2018
Unpaid Leave	Compelling obligation requiring obserce from duties	No	10 days in a achool year	Yes	Conductorio Chapter 11
Unpoid Leave for Medical Core Purposes	To provide personal care or support for a serious medical reason to close family or on-habitant	No	Five days in a consecutive 13 month period	Yes	Course SERGUESS
- Contract	Teacher's own wedding and days fallowing	Yes	Seven consecutive days (from day of wedding)	No	Consist 0000/2007 - Section 3



Find leave application forms on INTO.ie



INTO Queryline

- Queries to 01 8047700/ info@into.ie or through query portal
- Checked for INTO membership
- Logged by Reception in sequence
- Distributed through the system to the appropriate section
- Response in a timely manner usually in order queries are received, but priority for urgent matters, e.g. bereavement leave, assault or occupational injury, child protection
- Preferable for the member to make direct contact rather than staff representative acting as intermediary







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Scenarios for discussion





Scenario 2:

A Croke Park hour is scheduled to take place after school. This had been previously agreed in the schedule for the use of the hours over the year.

A memo is issued to staff postponing the meeting as some colleague are out sick and other teachers are involved with teams/matches after school.

Other members come to talk to you about the contents of the memo.





Scenario 5:

A memo is issued to all teaching staff by the Board of Management requesting them to be on the school premises 10-15 minutes before the start of the school day. Teachers are unhappy and come to talk to you about this.

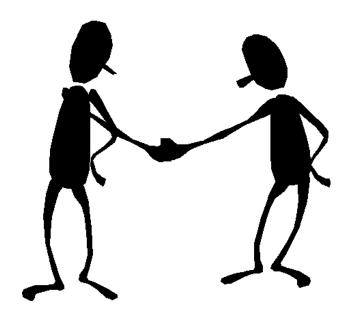






Scenario 6:

Teachers are asked to do pre and post school supervision as part of the hours under the Croke Park Agreement Teachers are unhappy about this. They want a meeting to discuss the issue.



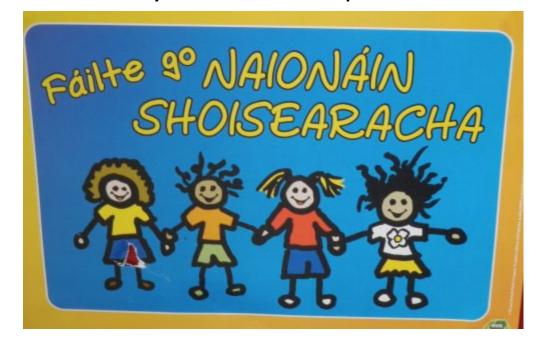




Scenario 7:

The infant teacher is frequently asked to undertake supervision of older classes and other activities e.g. sports, music after the infants have gone home.

He/she comes to talk to you about this practice.







Scenario 8:

Teachers who have agreed and opted to undertake mid morning and lunchtime supervision are unhappy that no provision is made during the day to have some lunch or to use the toilet facilities.







Scenario 9:

The start time of the school day has been brought forward by 20 minutes. There has been no consultation with staff about this.







Scenario 11:

A new principal wants to introduce a policy of no career breaks for 5 years.





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