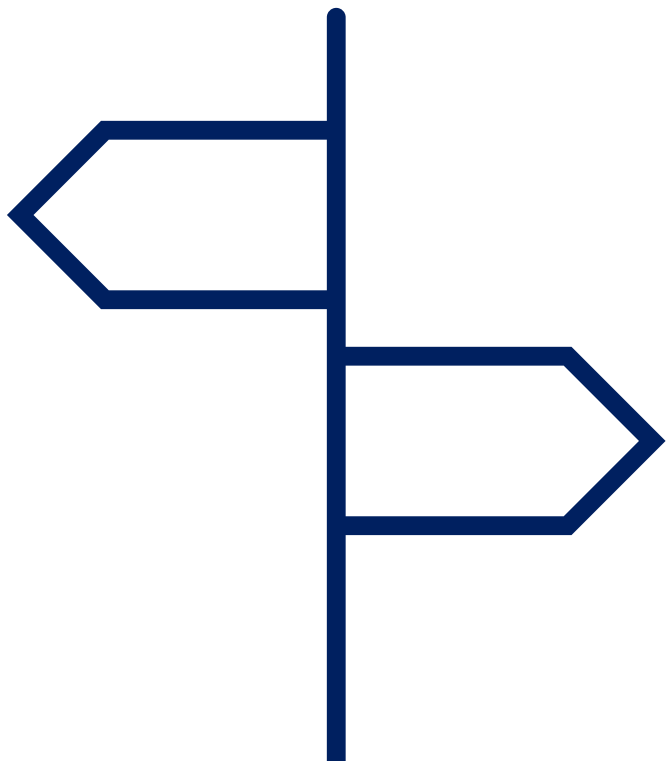


Supporting Members: Understanding Terms and Conditions

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



Leave, pay and pensions, promotions, the school day



Beginning of Career



Exam Leave



Marriage Leave



Pay / Salary Queries



Maternity Leave /
Adoptive Leave



Sick Leave



Career Break /
Job Sharing Queries



Promoted Posts



Approaching
Retirement



Pensions

into
Irish National Teachers' Organisation
Customer Service Charter

Republic of Ireland

About Campaigns Events Help & Advice Media Centre Logout

Home / Queryline

Contact the Queryline

Have you checked the [Links and Advice](#) page of the website?

The INTO website provides comprehensive information for members, on a wide range of topics relating to conditions of employment and professional matters.

If you cannot find the information you need on our website, please send your query using the form below and a member of the Queryline team will get back to you.

If you'd prefer to speak to a member of INTO staff, you can call the Queryline at 01 804 7700 from 9.00am to 5.00pm, Monday to Friday, to request a call-back.

Subject:

Description:

My Profile

- Home
- My INTO
- My Details
- My Address
- My Preferences
- My Interests
- My Representatives
- My Portfolio
- My School
- My Branch/District

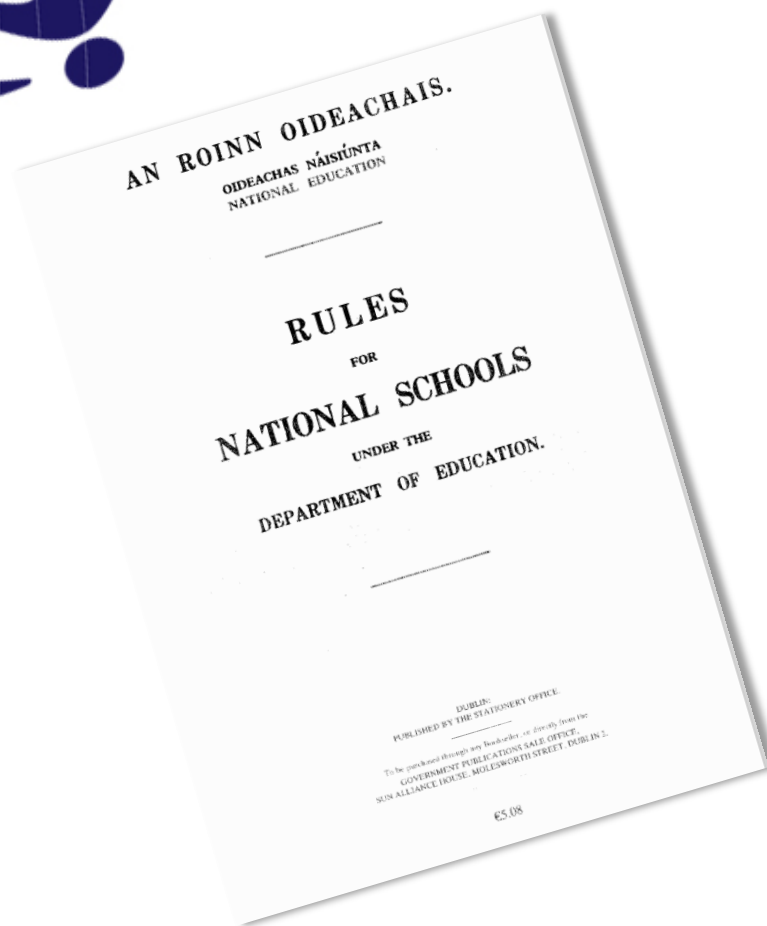
Applications

- My Applications
- Start an Application





Origins of teachers' terms and conditions



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



Local agreement





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



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



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

Number AF: _____

Primary Teachers Substitute for a Substitute Form
(claims for the substitute teacher who is present in the school on the date should be made in the normal process on the Online Claims System. This form is to make a claim in respect of the absent substitute) Incomplete forms will be returned to the School.

Original Post-Holder (Teacher) who is on Leave Details

PPS Number _____
Payroll No. _____
First Name _____
Surname _____
Type of Leave Original Post-Holder is on _____

School Details

Roll Number _____
School Name _____
e-mail _____
Phone No. _____

Non-Casual Substitute Teacher who is on Leave Details

PPS Number _____
Payroll No. _____
First Name _____
Surname _____

Employment Details for Non-Casual Substitute

Start Date of Employment: _____
End Date of Employment: * _____
Origin of the Post: _____

*No payment will issue in respect of absences that occur after the End Date of Employment.

Type of Absence	Date From	Date To	Hours Scheduled to Teach

(a copy of the approval for substitute cover must be enclosed for any claim in respect of in-service leave for approved courses, this may be obtained from the course provider)

Authorised for Payment

Signature of Data Entry Person on OLCS _____
Signature of Approver on OLCS _____

NB: This form should only be completed in respect of payment where a Substitute Teacher who is absent on Leave has an entitlement to salary. (see overleaf for information)

Once fully completed, this document should be returned to the following address:
Please include the Roll No. on the outside of the envelope
Primary Teachers Payroll Section,
Department of Education and Skills,
Cornamaddy,
Athlone,
Co. Westmeath, N37 X659



Resources



INTO Leave Estimator

Instant answers to
leave-related queries
for desktop and mobile



Online Leave Estimator

12:15 4G+ 63%

INTO Leave Estimator

Welcome to the INTO Leave Estimator

This resource is intended to provide INTO members with quick access to relevant information on their leave entitlements, in the form of FAQs and calculators.

Members with more complex questions may still prefer to contact the INTO Queryline but are strongly encouraged to check the FAQs first.

I have a question about...

Sick Leave

Find answers

into
Irish National Teachers' Organisation
Cumann Múinteoirí Éireann

1. Click on the dropdown menu

12:15 4G+ 63%

INTO Leave Estimator

- ☒ Sick Leave
- ☐ Maternity Leave
- ☐ Paternity Leave
- ☐ Parental Leave
- ☐ Parent's Leave
- ☐ Career Breaks
- ☐ Job Share
- ☐ Brief Absences
- ☐ Covid-19: Special leave with pay

into
Irish National Teachers' Organisation
Cumann Múinteoirí Éireann

2. Select a topic

3. "Find answers"



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



Any Questions?

INTO

Ph.: 01 804 7700 | Email: info@into.ie

Web: into.ie | Facebook: INTOnews | Instagram: [into_news](https://www.instagram.com/into_news)



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.

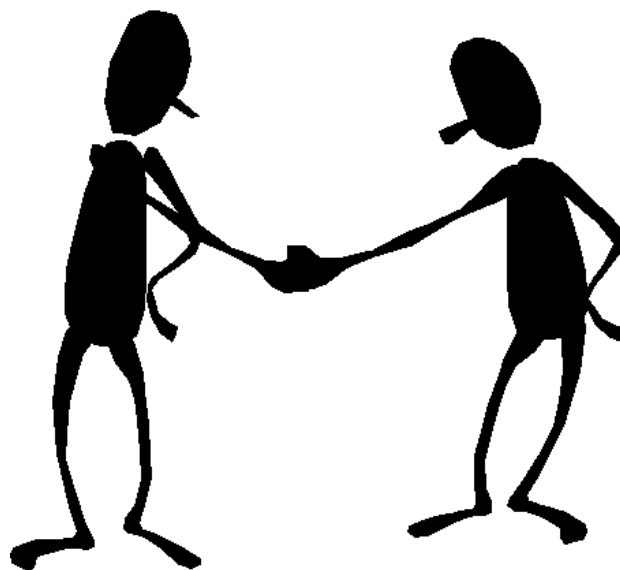




Scenario 6:

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.

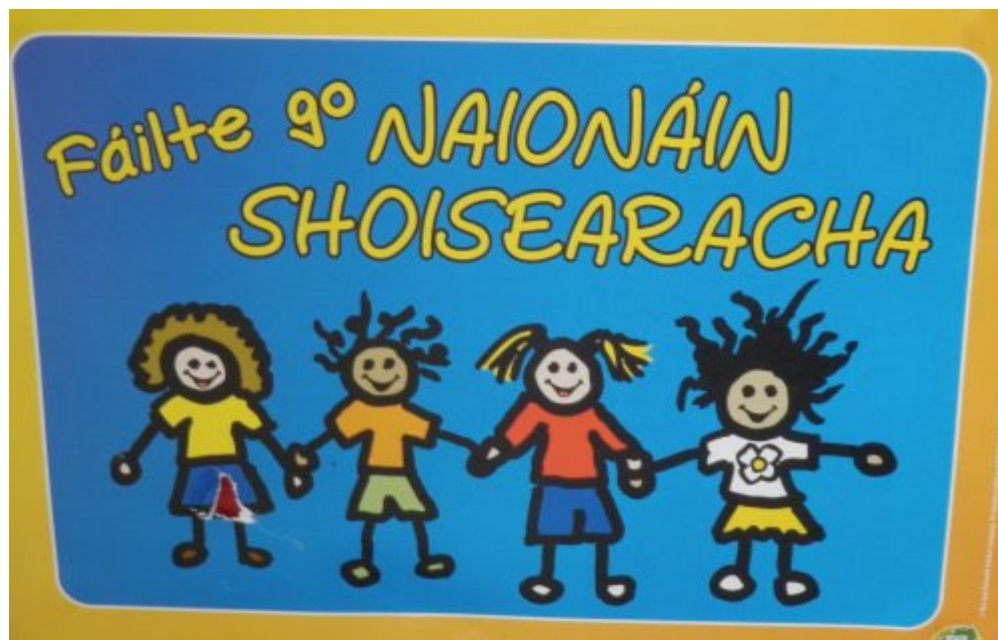




Scenario 7:

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.



INTO

Ph.: 01 804 7700 | Email: info@into.ie

Web: into.ie | Facebook: INTOnews | Instagram: [into_news](https://www.instagram.com/into_news)