



## Circular 0076/2016

**To: The Managerial Authorities of Recognised Secondary, Community and Comprehensive Schools**

**Withdrawal from Supervision and Substitution (S&S) Duties by ASTI Members on 7 November 2016 – Notification to Department of Education and Skills' Payroll Section**

1. I refer to Circular 0071/2016 which notified schools of the withdrawal from the Supervision and Substitution scheme as comprehended by the terms of Circular letters 0006/2014 and 0042/2014 by ASTI members. The withdrawal occurred on 7 November 2016.
2. Paragraph 10 of Circular 0071/2016 stated:  
*“Every school will also be required to notify the Department's Payroll as to whether it was open for students on each day of ASTI members' withdrawal from the S&S Scheme. Schools will be advised of the operational arrangements for such notifications as soon as possible.”*
3. This Circular sets out the operational arrangements for schools to notify the Department's Payroll as to whether or not it was open for all students for the full day on the date of ASTI members' withdrawal from the S&S Scheme (7 November 2016).
4. Each secondary, community and comprehensive school must fill out the form at the Appendix to this Circular and return it by email to [ppppayroll@education.gov.ie](mailto:ppppayroll@education.gov.ie) or by post to:

S&S Notification Forms  
Post-Primary Payroll Division,  
Department of Education and Skills,  
Cornamaddy,  
Athlone,  
County Westmeath,  
N37 X659

**before 5pm on 9 December 2016.**

5. Schools are reminded that in accordance with Circular 0071/2016, in order to facilitate the appropriate pay deduction(s), where a school was not in a position to open for students on 7 November 2016 as a result of the withdrawal of teachers from their duties relating to S&S, an absence must be recorded for each teacher who had not submitted a completed and signed copy of the confirmation form appended to Circular 0071/2016 to the Principal of their school.
6. The absence must be recorded on the Online Claims System (OLCS) under the Leave Category "School Business", Leave Sub-category "Strike In School"\*. Absences for reasons other than the teachers' withdrawal from S&S duties (e.g. for authorised leave) should be recorded on the OLCS in the normal way.
7. The deadline for submission of information on the OLCS is **5pm on 9 December 2016**.

### **Circulation and Queries**

8. Please ensure that copies of this Circular are provided to all members of the Board of Management and its contents are brought to the attention of all teachers in your employment including those on leave of absence.
9. Queries in respect of this circular should be addressed to:

[Lraqueries@education.gov.ie](mailto:Lraqueries@education.gov.ie)

Philip Crosby  
Principal Officer  
5 December 2016

*\* The purpose of the OLCS drop -down item "Strike In School" is to record absences due to all forms of industrial action.*

**NOTIFICATION TO DEPARTMENT OF EDUCATION AND SKILLS' PAYROLL**  
**REGARDING 7 NOVEMBER 2016**

This form should be completed by all secondary, community and comprehensive schools.

School Name:	
Roll Number:	
Address:	
Email contact address:	
Phone number:	

**I confirm that on 7 November 2016, the school was:**

<b>Open to all students for the full day</b>	<b>Closed to all students for the full day</b>	<b>Partially open (e.g. was open for some students or was open for part of the day for some or all students or a combination of both)</b>

*(mark "X" in the appropriate box)*

**Other Comments:**

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Signature: \_\_\_\_\_  
(Principal/on behalf of Board of Management)

Date: \_\_\_\_\_

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**before 5pm on 9 December 2016.**