To: The Chief Executive Officer of each Vocational Education Committee

Payment in respect of Substitution for the academic year 2010/2011 in Prisons

1. Introduction

I am directed by the Minister for Education and Skills to refer to the arrangements for substitution in Prisons. This Circular Letter sets out the arrangements for payment of eligible teachers for the school year 2010/2011.

2. The Arrangements

2.1 The arrangements provide for the provision of funding for substitution duties for 16 hours substitution per annum. The arrangements for the 2011/2012 academic year will be communicated by way of a separate circular letter.

3. Eligibility for payment

3.1 Permanent, CID, fixed term whole time, temporary whole time and eligible part-time or regular part-time teachers who served in a Prison during the 2010/2011 school year are eligible to claim payment. Permanent, CID, fixed term whole time and temporary whole time teachers who have been certified as having engaged in voluntary substitution over and above timetabled hours for the full school year will qualify for a payment. The full school year payment is as follows;

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>2010/11</td>
<td>€765</td>
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3.2 Eligible part-time teachers, regular part-time and job-sharing teachers will qualify for payment on a pro-rata basis to be calculated by reference to the weekly contracted hours. For new appointees (as defined in Circular 40/2011), the pro-rata payment should be calculated by reference to the full school year payment for new appointees i.e. € 689.

4. Arrangements for Payment

The following arrangements for payment have been agreed.

4.1 A claim form should be completed by each teacher who wishes to apply for payment. A copy of the claim form is attached at Appendix 1.
4.2 Valid claims should be certified by the Co-ordinator/Director and forwarded to the Chief Executive Officer for payment.

5. Circulation

5.1 A copy of this Circular should be made available to Prison Co-ordinators and teachers in Prisons.

This Circular letter has been published on the web and can be accessed at www.education.ie.

Matthew Ryan
Principal Officer

06th July 2011
Claim for payment for voluntary Substitution in the school year 2010/2011

To: ___________________________ Principal

From: ___________________________ Applicant

( Block Capitals)

I hereby claim payment for voluntary Substitution outside timetabled hours on the basis that I have demonstrated a willingness to co-operate with and have assisted in Substitution as defined in the offer

Signed: ___________________________ Applicant

Date: _______________________

Certified: ___________________________ Co-ordinator/ Director

Date: _______________________