

Addendum to the Procedures for Hearing and Determining Appeals under Section 29 of the Education Act, 1998 in respect of Education and Training Board (ETB schools) on certain changes that will apply for the duration of the Covid 19 public health emergency.

1. The public health measures put in place as a result of the current Covid19 public health emergency have necessitated certain temporary changes to the Procedures for Hearing and Determining Appeals under Section 29 of the Education Act 1998 **in respect of Education and Training Board (ETB schools)**.
2. The changes that are set out in this addendum have been determined by the Minister following consultation with the education partners and will apply until such time as public health guidance in respect of Covid19 permits a return to the normal arrangements as set out in the procedures.
3. All other provisions in the procedures continue to apply.
4. The appellants may be required to submit the appeal and supporting documentation electronically including by email to the ETB concerned. Details of the relevant email address will be published on the website of the relevant ETB.
5. Both the appellant and board of management of the school concerned shall, where requested, supply an email address to the ETB for the purposes of correspondence from and with the ETB regarding the appeal.
6. The appellant and the board of management of the school concerned may be required to submit any required documentation electronically including by email to the email address referred to above.
7. All letters, notifications and other written communications referred to in the procedures may be issued electronically including by email from the ETB to the email addresses provided by the parties concerned.
8. Hearings will be conducted by means of an audio only telephone conference call.
9. Parties to the appeal will be provided with directions to be followed in relation to connecting to the telephone conference call hearing and in relation to participation in the hearing. Those directions will include but are not limited to the following -
 - a) Parties are not permitted to record or partially record the hearing.
 - b) Only parties to whom prior permission has been given will be permitted to join and/or participate in the hearing
 - c) All parties present on the conference call must declare their presence to the hearing immediately on joining.

- d) All documentation must be submitted prior to the hearing within the timeline specified by the ETB. No additional documentation shall be submitted at the hearing itself.
10. The ETB Appeal Board's written notification to the Chief Executive under paragraph 34 of the procedures may be issued by email.
 11. The written notification to the parties to the appeal under paragraph 35 of the procedures may be issued by email to the parties concerned.