

CHAPTER XIII

ABSENCES OF TEACHERS

EMPLOYMENT OF SUBSTITUTES

Note. In relation to the absences of teachers owing to illness or other cause the Minister reserves to himself the right to decide whether payment of salary or other grants may be allowed for the whole or any portion of the period of absence.

General Conditions Governing Absence Owing to Illness.

112. (1) For other than brief absences a medical certificate stating the nature of the illness and the period which the certificate covers must be obtained not later than the fifteenth day of absence and submitted to the Department through the manager. Subsequent medical certificates shall be submitted as required by the Minister. Periods during which a school is closed for vacation or other cause and occurring in the course of a teacher's absence owing to illness are reckoned as part of that absence.

(2) (a) Should a teacher be absent from duty, owing to illness, for longer than thirty-one days continuously or for longer than thirty-one days in any calendar year salary or other grants cannot be paid for the period of absence in excess of thirty-one days unless a suitable substitute is employed.

(b) If in the view of the Minister the appointment of a substitute for a teacher who is absent owing to illness for a period not in excess of thirty-one days is necessary in order to ensure that the school work shall not be unduly interrupted or seriously interfered with the manager may be authorised by the Minister to require the teacher to employ a substitute as a condition for payment of salary or other grants to the teacher in respect of such absence.

(3) Payment of salary or other grants in respect of absence owing to illness shall not be made to a teacher for more than 12 months in any period of four consecutive years.*

(4) A teacher who, on completion of the maximum period of absence with pay allowable under the terms of section (3) of this Rule, is unfit to resume duty may, with the consent of the manager of the school, be granted an extra period of sick leave, without pay, not exceeding six months, provided that satisfactory medical evidence is produced to show

* This section of the Rule applies to all teachers who entered the service after 30th June, 1963, and to those teachers in the service before that date who opted for the provisions as set out in this Rule.

Teachers recognised prior to 30th June, 1963 who did not so opt will be subject to the provisions regarding sick leave set out in Schedule XVIII.

that he is likely to be fit to resume duty by the end of such extra period. In such a case a temporary teacher may be appointed in his place subject to the provisions of Rule 92. A teacher may, with the concurrence of the Manager resume duty on or before the termination of such extra sick leave subject to the condition that the Minister may require that the teacher furnish a medical certificate of his fitness to resume. The teacher's recognition shall be on such conditions as would have applied had he been in receipt of salary throughout the period of absence without pay. If, however, a teacher to whom leave without pay under this section is not fit to resume duty at the end of the six months period his recognition as teacher in the school will then cease and should his name be on an approved panel it will be removed therefrom as from that date.*

(5) A teacher who is absent owing to illness may be required to submit to examination by a doctor selected by the Minister. The medical fees and any necessary expenses incurred by the teacher in connection with such examination, will be paid by the Department, unless the teacher fails to satisfy the Minister that he has made a reasonable effort to comply with the instructions issued to him in connection with such examination, in which case the medical fees and any expenses which have already been allowed may be recovered by deduction from the teacher's salary.

(6) A teacher who desires to leave this country on sick leave shall obtain, through the manager of the school, the prior permission of the Minister.

Special Sick Leave in cases of Absence owing to Tuberculosis

113. (1) If a teacher furnishes adequate medical evidence to the Minister that he is suffering from tuberculosis, he may be granted continuous leave of absence (hereinafter referred to as "special sick leave") for a period not exceeding eighteen months from the date of the first medical certificate in which the tuberculosis is diagnosed. Special sick leave is granted subject to the following conditions:—

- (a) The Minister must be satisfied that there is a reasonable prospect that the teacher will recover and be able to resume teaching service.
- (b) On the expiration of a period of twelve months of special sick leave the teacher shall, if required, submit to examination by a medical referee appointed by the Minister and in such event payment of salary for any further period shall not be made unless it appears from the report of the medical referee that the teacher is likely to be fit to resume duty at an early date. The medical fee and any travelling expenses incurred by the teacher in connection with the examination by the medical referee must be paid by the teacher.

* See footnote to Paragraph 3 of this rule.

- (c) Satisfactory medical evidence must be produced to the Minister that the teacher is undergoing any treatment (including sanatorium treatment) that his medical adviser has recommended.
- (d) In any period of four years of recognised service the period of special sick leave so allowed and the period of sick leave granted under the terms of sections (3) and (4) of rule 112 (whether granted before, or after, or partially before and partially after, the period of special sick leave) when added together shall not exceed twenty-four months in all.
- (e) The special sick leave granted under this section shall be allowed **only once** to any teacher.
- (f) The provisions of section (5) of rule 112 shall apply to the teacher during the period of special sick leave allowable under this section.

(2) A teacher who, on the completion of the maximum period of absence with pay allowable under the terms of section (1) of this rule, has been medically certified as not being fully fit to resume duty may be granted an extra period of sick leave, without pay, not exceeding six months, provided that medical evidence is produced to show that he is likely to be fully restored to health by, or before, the end of that extra period. In such a case a temporary teacher may be appointed in his place subject to the provisions of rule 92. If the teacher is subsequently certified, in accordance with section (3) of this rule, to be fit to resume duty on or before the termination of that period he may, with the concurrence of the manager, be permitted to resume his post and his recognition shall be on the conditions that would have applied had he been in receipt of salary throughout the period of absence without pay. If, however, a teacher to whom leave without pay has been granted under this section is not fit to resume duty at the end of the six months period, his recognition as teacher in the school will then cease and should his name be on an approved panel it will be removed therefrom as from that date.

(3) A teacher who has been found to be suffering from tuberculosis shall not be permitted to resume school duties until he furnishes a certificate of fitness to resume from the Chief Medical Officer of the local Health Authority. Further certificates from the Chief Medical Officer of the Health Authority of the area in which the school is situated will be required every three months during the period of twelve months from the date of resumption of duty, and at such time subsequently as the Minister may direct.

The medical certificates furnished under this section shall include such details as the Minister may require.

Infectious Disease in Teacher's Residence.

114. (1) The absence of a teacher, under medical authority, in consequence of infectious disease in his residence, may be sanctioned for a period not exceeding, as a rule, six weeks.

(2) Payment for absence in excess of two weeks owing to infectious disease in teacher's residence cannot be allowed unless the Minister is satisfied that the services of a suitable substitute were secured at the earliest possible date.

Absence of Teacher at an approved Course of Training.

115. When a teacher holding an appointment as principal, assistant or junior assistant mistress in a national school enters with the approval of the Minister on an approved course of training, he must, as a condition of payment of salary and other emoluments during his absence, employ a suitable substitute at his own expense.

Absence of Teachers at University Courses.

116. (1) A teacher who has been awarded the Diploma (see rule 158) may, with the prior sanction of the Minister, be permitted to absent himself from his school for the purpose of attending certain University courses provided that

- (a) he is already an undergraduate and eligible for admission to the courses;
- (b) his Irish qualifications are satisfactory;
- (c) his teaching service is satisfactory;
- (d) he employs at his own expense a suitable substitute;
- (e) he signs an undertaking that when he has obtained his university qualifications he will devote himself to public educational service in national schools.

(2) The permission granted under section (1) of this rule may be withdrawn at any time should it appear to the Minister that

- (a) the course followed by the teacher at the University is not suitable;
- or
- (b) the work done by the teacher at the University is not satisfactory;
- or
- (c) the teacher's work in the school is not being conducted in a satisfactory manner in his absence.

Payment for Occasional Brief Absences.

117. (1) In exceptional circumstances payment of salary or other grants may be allowed to teachers for occasional brief absences with the manager's permission owing to causes, other than illness, which the Minister may consider reasonable.

(2) (a) In a school in which there is only one teacher, the manager should, without delay, make suitable arrangements for having the school business carried on during the teacher's absence whether through illness or other cause. In such circumstances he may, subject to subsection (b) following, avail himself of the temporary service of a teacher from a neighbouring national school, with the consent of its manager and the teacher. The arrangements thus made should be notified at once to the Department and to the Inspector. Temporary service so given by teachers shall be reckoned as service given in their own schools.

A similar arrangement may be made with the sanction of the Minister when the post of teacher is vacant in a one-teacher school.

(b) The arrangement sanctioned by subsection (a) of this section applies only when a teacher is absent for a period not exceeding thirty-one days.

Notification of Absences.

118. The absence of a teacher shall be notified at once to the manager and the inspector, either by the teacher himself, or by some person acting on his behalf. The estimated duration of the absence should be specified.

Absence of Married Women Teachers owing to Child-Birth.

119. A married woman teacher is required to absent herself from her school for two calendar months continuously during the period preceding and succeeding child-birth, and to provide a qualified substitute at her own expense, for such portion of the two months as is not included in the ordinary vacation of the school.

Recognition of Substitutes.

120. (1) The Minister cannot, as a rule, recognise the service of a substitute for an absent teacher except in the following circumstances:—

- (a) absence covered by rules 112(2), 113(1), 114, 119 and section (4) (b) of this rule;
- (b) absence with the prior approval of the Minister at certain University courses or at a recognised course of training;
- (c) absence with the prior approval of the Minister and subject to such conditions as he may determine, in order to enable the teacher to pursue a special course of study;
- (d) absence in connection with duties arising from membership of either House of the Oireachtas.

(2) Substitutes are required to be qualified under the Rules. Where it is impossible to obtain a qualified substitute, the Minister may, with the concurrence of the manager, accept the services as substitute of a person who though not qualified under the Rules is otherwise deemed suitable.

(3) Teachers are responsible for the remuneration of substitutes employed during their absences owing to illness or other cause. Substitutes shall receive remuneration at not less than the minimum rates fixed from time to time by the Minister. Substitutes have no claim on the Minister in respect of payment for service given by them.

(4) (a) When as a condition of payment of salary or other grants to a teacher absent owing to personal illness a substitute is employed, recoupment may be made to the teacher, in respect of his payment to the substitute, of an amount equal to the appropriate minimum rate subject to the terms of subsections (b) and (c) of this section.*

(b) When a substitute is employed during the absence of a teacher owing to personal illness prior to the date on which the substitute's employment is required under section (2) of rule 112, recoupment may be made to the teacher in respect of service given by the substitute, provided the teacher's absence is covered by medical certificate. Recoupment cannot be allowed in respect of payment made by a teacher to a substitute during vacation or other prearranged closing but may be allowed in respect of payment for brief closings such as those mentioned in rule 59 or for periods of unforeseen and exceptional closings (epidemic, inclement weather, etc.) not exceeding one fortnight.

(c) Recoupment cannot be allowed when a teacher already employed in a recognised capacity in a national school acts as substitute for another teacher.

(d) Recoupment under the provisions of (a) and (b) of this section will be made only on condition that the teacher applies to the Department therefor and forwards a receipt signed by the substitute showing that the latter has received from the teacher payment in respect of his service as substitute at a rate not less than the appropriate prescribed minimum.

(5) When a member of a religious community who is on the recognised minimum staff of a capitation national school is absent owing to illness the provisions of section (4) of this rule shall apply provided that the substitute appointed is not a member of the community employed as a supernumerary teacher in the school.

CHAPTER XIV

PRACTICAL RULES FOR TEACHERS

Practical Rules of a General Nature.

121. (1) Teachers should act in a spirit of obedience to the law and loyalty to the State.

* This section of the Rule applies to all teachers who entered the service after 30th June, 1963, and to those teachers in the service before that date who opted for the provisions as set out in this Rule. Teachers recognised prior to 30th June, 1963, who did not so opt will be subject to the provisions regarding sick leave set out in Schedule XVIII.

(2) Teachers should pay the strictest attention to the morals and general conduct of their pupils, to the development of a patriotic spirit and outlook and lose no opportunity of inculcating the principles of truth, temperance, unselfishness and politeness, and regard for property, whether public or private.

(3) Teachers should promote both by precept and example, cleanliness, neatness and decency. They must, therefore, set an example of cleanliness and neatness in their own persons, and in the state and general appearance of their schools.

(4) Teachers are required to take all reasonable precautions to ensure the safety of the pupils, and to this end shall carry out all lawful instructions issued by the manager. They should not, in any circumstances, allow the pupils out of the school ground beyond the limit over which official care of them can be efficiently exercised.

(5) Teachers are required to study the subjects of the school curriculum and the methods of teaching them insofar as is necessary to make their teaching interesting, vital and effective; they shall teach each subject in accordance with the requirements of the official programme, using suitable teaching methods, and having regard to the ages, abilities and attainments of the pupils.

(6) Teachers shall take strict care of the school requisites and equipment. The school record books are supplied free to the schools and are State property. No school record book may be removed from the school except by the inspector, or with his express sanction.

(7) A copy of the Rules for National Schools should be retained in the schools and teachers should make themselves thoroughly acquainted with these Rules.

Continuance of School Work during Absence of Principal Teacher.

122. In schools staffed by two or more teachers the responsibility for the school work in the absence of the principal teacher owing to illness or other cause, devolves on the vice-principal, senior assistant, assistant or junior assistant mistress as the case may be.

Keeping of the School Records and School Organisation.

123. The principal teacher (or in his absence the vice-principal, senior assistant, assistant, or junior assistant mistress, as the case may be), must carefully carry out the instructions in the Roll Book, Report Book and Register as to the keeping and care of the school records. Generally he is required to ensure that the following directions are observed:—

- (1) He should keep the Register, Daily Report Book and Roll Book accurately, neatly and according to the instructions prescribed by the Minister.

- (2) All attendances or half-attendances that are incomplete (see rule 56) should be excluded from the calculation of average attendance.
- (3) An absence mark once entered on the rolls must not be erased, cancelled or altered in any circumstances whatever.
- (4) Subject to the authority of the manager the principal teacher is responsible (in addition to teaching duties which may vary according to the size of the school — and which may be determined by the Minister either generally or in relation to any particular school — but from which the teacher can, in no case, be completely relieved) for the discipline of the school generally, the control of the other members of the teaching staff, including the co-ordination and effective supervision of their work, the organisation of the school, the keeping of the records of the attendance, the promotion of pupils, the time-table arrangements and their observance, the books used by the pupils, the arrangements in connection with the Free Books Scheme for necessitous children (see Schedule VI), and all other matters connected with the school arrangements in each division.
- (5) In schools in which special rolls are kept for each division it is the duty of the teacher in charge of the division, subject to the supervision of the principal teacher to keep the rolls accurately and in accordance with the instructions in the Roll Book, to furnish the principal teacher with the weekly returns of absences of pupils under the School Attendance Act, 1926, and with certificates under section 15(3) of the Act, and generally to perform any reasonable clerical work necessary in connection with the records of the attendances and absences of pupils in the division, and in connection with the Free Books Scheme for necessitous children (see Schedule VI).
- (6) He should co-operate as far as possible with the enforcing authority under the School Attendance Act, 1926, and furnish punctually at the prescribed times the returns of absences of children as required under section 15(1) of the Act, and supply such certificates and other particulars as may be required for the effective operation of the Act.

Attendance of Teaching Staff.

124. (1) In order to maintain effective supervision over the pupils from the time of their arrival at the school the staff is required:—

- (a) in a school in which there is only one meeting daily, to be in attendance at the school 20 minutes before the time fixed for the commencement of formal instruction (secular or religious), or at 9.30 a.m. (except as provided in rule 55(6)), whichever is the earlier;

- (b) in a school in which there are two meetings daily, to be in attendance at the school 10 minutes before the time fixed for the commencement of formal instruction (secular or religious) at the morning meeting, or at 9.30 a.m. (except as provided in rule 55(6)), whichever is the earlier, and 10 minutes before the time fixed for the commencement of formal instruction at the afternoon meeting.

The time between the teachers' arrival and the commencement of formal instruction must be spent in the carrying out of duties connected with the school work, supervision of pupils, preparation of teaching materials for the day's lessons, hearing or correction of home lessons or other work, school records or accounts etc.

(2) Each member of the staff must enter in an attendance book under the supervision of the principal teacher, the time of arrival and departure each day. This should be done immediately after arrival and immediately before departure. (The ordinary school Roll Book may be used for this purpose.)

Notification of School Closure and Absences and Resignation of Teachers.

125. (1) The principal teacher is required to give at least three school days' notice to the inspector of the intended closing of a school, specifying the cause and duration of closing. Any other circumstances necessitating interference with the normal school time-table shall be similarly notified to the inspector three clear days in advance.

(2) All closings of a school including closings for vacation, epidemic sickness, or other exceptional cause, should also be notified to the school attendance officer or officer engaged in the enforcement of the School Attendance Act 1926 in the school area, when the return of absences for the week prior to the closing is being furnished to that officer.

(3) A school shall not be closed for any purpose without the prior permission of the manager. A teacher may not absent himself from school on any day or days without the prior sanction of the manager, unless in exceptional circumstances where it is not possible to obtain such permission; in such cases, however, the absence and the cause thereof should be notified immediately to the manager.

(4) If a teacher intends vacating his post in a school he is required to give the manager appropriate notice in accordance with the terms of his agreement (see rule 18) and at the same time to intimate his intention to the inspector.

Preparation for School Work.

126. Each teacher is required to make adequate written preparation for his school work, to prepare weekly in advance a scheme of work for

each week and, at the beginning of each school year, to prepare a definite and detailed scheme of the year's work in each subject, suited to the needs of his pupils. At the close of every month the portion of the syllabus dealt with during the month should be noted in a progress record. The progress record is an important school record, the custody of which is one of the duties of the principal teacher. It should be available in the school at all times and should be kept for at least one complete school year after the completion of the year to which it relates.

Complaints against Manager or Inspector.

127. Should a teacher have serious grounds for complaint against the manager or the inspector, he may submit his case, in writing, direct to the Minister.

Correspondence not Conducted Directly with Teachers.

128. Correspondence is not, as a rule, conducted directly with teachers, except as provided in rules 106, 108, 127, 161 and 162. Official forms, however, may be forwarded direct to teachers from the Department.

Visits of Teachers to Highly Successful Schools.

129. Teachers may, with the concurrence of the manager, be permitted to visit highly successful schools, specially selected by the inspectors, for the purpose of observing the methods of organisation and teaching adopted.

School Discipline.

130. (1) Teachers should have a lively regard for the improvement and general welfare of their pupils, treat them with kindness combined with firmness and should aim at governing them through their affections and reason and not by harshness and severity. Ridicule, sarcasm or remarks likely to undermine a pupil's self-confidence should be avoided.

(2) Corporal punishment should be administered only in cases of serious misbehaviour and should not be administered for mere failure at lessons.

(3) Corporal punishment should be administered only by the principal teacher or other member of the school staff authorised by the manager for the purpose.

(4) Any teacher who inflicts improper or excessive punishment will be regarded as guilty of conduct unbecoming a teacher and will be subject to severe disciplinary action.

CHAPTER XV

GRANTS FROM STATE FUNDS* TO THE STAFFS OF NATIONAL SCHOOLS

Grants to Teachers of Classification Schools.

131. A "classification national school" is a school, recognised by the Minister, in which salaries and other emoluments are paid personally to members of the teaching staff in accordance with the Rules.

The grants payable are —

- (a) salary;
- (b) annual allowance payable to principal teachers, vice-principal teachers and privileged assistant teachers;
- (c) bonuses to teachers with special qualifications (rule 139);
- (d) children's allowances (non-pensionable) payable to (i) married men teachers, (ii) women teachers who are widows and (iii) widows whose husbands served as teachers subsequent to 31st March, 1951;
- (e) gratuity (non-pensionable) payable to teachers on transfer to the salary scale for married men teachers;
- (f) grants for instruction in Cookery, Laundry and Domestic Economy (rules 147, 148 and 149);
- (g) special grants for certain Gaeltacht schools (rule 150).

Grants to Conductors of Capitation Schools.

132. A "capitation national school" is a school, recognised by the Minister, in which capitation grants are paid in accordance with the Rules.

The grants are:—

- (a) capitation grant (including additional capitation grant for religious recognised under rule 103(2));
- (b) grant, where the majority of the required minimum teaching staff of a school consists of lay teachers, in respect of each lay assistant in excess of the number of brothers or nuns on the required minimum staff;
- (c) grants under (f) and (g) of rule 131.

Grants to Lay Assistant Teachers in Capitation Schools.

133. Recognised lay assistant teachers in capitation national schools receive grants under rule 131 (a), (c), (d), (e), (f), and (g) on the same conditions and in the same manner as teachers in classification

* The amount of the grants payable at present is set out in Schedules IX and X.

schools and in addition are eligible for allowances as special lay assistant (see rule 104(2)).

Alteration of State grants.

134. The Minister reserves the right to alter the State grants from time to time with the concurrence of the Minister for Finance.

Incremental Service and Award of Increments.

135. (1) Subject to the other conditions in the rules applicable to the award of increments being fulfilled, service as follows may be reckoned for the purpose of the award of increments in the salary scales, set out in Schedule IX:—

- (a) in the scales for trained teachers set out at A(1)(a) of the Schedule, service given after satisfactory completion of a recognised course of training.
 - (i) as principal, vice-principal or assistant teacher (including service as temporary teacher in any of these capacities) in a classification national school;
 - (ii) as lay assistant teacher (including service as temporary lay assistant teacher) in a capitation national school in respect of which salary is paid to the teacher direct by the Department;
 - (iii) as junior assistant mistress to the extent necessary to bring the teacher's salary up to the maximum of the scale for a trained junior assistant mistress, and
 - (iv) as substitute or as supernumerary lay assistant teacher given on or after 1st January, 1947, and occurring within the first two years of probationary service required under rule 95.
- (b) in the scales for untrained teachers set out at A(1)(b) of the Schedule, service in any of the posts indicated at (a) (i) and (ii) above;
- (c) in the scales for untrained teachers set out at A(1)(c) of the Schedule,
 - (i) service in any of the posts indicated at (a) (i), (ii) and (iv) above, and
 - (ii) service given after 31st December, 1949, as junior assistant mistress recognised under rule 90(1);
- (d) in the scale for junior assistant mistresses (untrained) set out at A[1](d) of the Schedule;
 - (i) service as junior assistant mistress recognised under rule 90(1), and
 - (ii) service in any of the posts indicated at (a)(i), (ii) and (iv) above.

(2) Subject to these Rules increments are granted annually to teachers in receipt of salary from the Department provided no adverse estimate of the teacher's work is received from the inspector.

(3) A teacher whose service was estimated as "not satisfactory" on or after 1st July, 1960, may on securing a satisfactory rating subsequent to that date and provided he is otherwise eligible under these rules, receive such increase of salary as would place him at the point in the salary scale he would have reached had his service since 1st July, 1960, been estimated as satisfactory.

(4) Service in secondary or vocational schools which is incremental service under the regulations applicable to those schools may be reckoned, with effect as from 1st January, 1957, as incremental service for the purpose of placing in the appropriate salary scales as set out in Schedule IX.

Salary while on Probation.

136. All trained teachers (other than those recognised under rule 83) and untrained teachers serving in the capacity of principal teacher, are on probation for a period of not less than two years and during that period may not be granted more than one increment. When they have completed satisfactorily their period of probation, they become eligible, subject to the requirements in regard to incremental service, to receive as many increments in the appropriate scale as their incremental service would warrant.

Category of School, Payment of Annual Allowance.

137. (1) The category of average enrolment of a school for the purpose of the payment of annual allowance to the principal teacher is determined by the average enrolment for the first complete school year of operation as from 1st July of that year; annual allowance for any period of operation prior to that date is paid on the basis of a provisional category determined in relation to the average enrolment for that period.

(2) (a) The following are the recognised categories:—

Under 50
50-99
100-199
200-299
and so on by steps of 100.

(b) The category of a school is not altered unless the average enrolment for two consecutive school years falls below the minimum, or rises above the maximum, of the category in which the school is recognised.

(3) (a) The rate of annual allowance payable to a principal teacher is determined, in the first instance, by the category of the school at the date of his appointment thereto.

(b) The principal teacher recognised in a school on the date on which the school falls into a lower category may retain, so long as he continues to be recognised as principal teacher in that school, the allowance of which he is in receipt on that date, but his successor receives only the allowance appropriate to the category of the school on the date of appointment.

(c) In accordance with subsection (2)(b) above a school is not placed, owing to an increase in average enrolment, in a higher category until the necessary minimum figure for that category is maintained for two successive school years. A principal teacher may, however, receive the allowance appropriate to the higher category as from 1st July following the first school year during which the necessary minimum average enrolment for the higher category has been reached. If the minimum average enrolment is not reached in the second successive school year the teacher shall receive only his former rate of allowance as from 1st July following.

(d) The principal teacher of an amalgamated school receives the allowance appropriate to the category in which the amalgamated school is placed; on amalgamation the category is determined by the combined average enrolment of pupils at the separate schools for the year ended 30th June preceding the date of amalgamation.

(4) A vice-principal teacher receives an annual allowance in respect of the special duties of the post. Payment of an annual allowance to a vice-principal teacher ceases on the withdrawal of recognition in that capacity.

(5) When two schools are amalgamated and the principal teacher of one of the schools is recognised as privileged assistant teacher in the amalgamated school, such privileged assistant teacher continues to receive, for the duration of his recognition in that capacity, the annual allowance of which he was in receipt immediately before the amalgamation of the schools.

Children's Allowances (non-pensionable)

138. Subject to certain regulations children's allowances (non-pensionable) are payable to:—

- (a) married men teachers,
- (b) serving teachers who are widows and
- (c) widows whose husbands served as teachers subsequent to 31st March, 1951.

Teachers with special qualifications.

139. (1) Subject to the conditions that they have satisfactorily com-

pleted their probation and that their work continues to be estimated as satisfactory teachers in classification national schools and lay assistant teachers on the recognised staffs of capitation national schools, who hold any of the special qualifications specified in section (2) of this rule are, subject to the other provisions of this rule, eligible for annual bonuses in addition to their ordinary scale salary. (Schedule IXC).

(2) The special qualifications approved for the purpose of this rule shall be as follows:—

- (a) Third year course of training completed before 31st December, 1956.
- (b) Teaching diploma obtained as a result of attendance at University lectures.
- (c) Higher Certificate awarded under rule 87.
- (d) Higher Froebel Certificate.
- (e) Ard Teastas Gaeilge awarded by the Minister.
- (f) University Degree.
- (g) Higher Diploma in Education.

(3) Untrained teachers are eligible for these bonuses only from 1st October, 1956.

(4) In order to be eligible for these bonuses junior assistant mistresses will be required to hold the qualification in Irish necessary for the award of increments.

(5) Payment of the bonus for the Higher Froebel Certificate shall be discontinued as from the date on which a teacher in receipt of the bonus ceases to be an infants' school teacher. For the purposes of this rule an infants' school teacher shall be a teacher (mistress) whose duties include the instruction of children in infants' classes or first or second standards.

(6) This rule does not apply to teachers who are members of the recognised staffs of special schools for the education of handicapped children; in regard to these teachers the Minister may define the conditions governing payment of bonus for special qualifications.

Grants Payable to the Conductors of Capitation National Schools.*

140. (1) A capitation national school when aided for the first time, may not be paid capitation grant at a rate higher than the minimum appropriate to the average attendance.

(2) Every school having a capitation rate less than the maximum may reach the maximum rate by annual increments, as fixed by the Minister from time to time, provided that the work of the school is satisfactory.

(3) The Minister reserves the right to reduce the rate of capitation grant if the character of the work done in the school is not satisfactory.

(4) Where a majority of the required minimum staff of a capitation school consists of lay teachers a special grant is made to the school

* See Schedule IX for rates.

in respect of each lay assistant teacher in excess of the number of brothers or nuns on the required minimum staff.

Average Attendance in Capitation National Schools Reduced owing to Exceptional Causes.

141. If in a capitation national school the average attendance in any quarter is seriously reduced owing to exceptional causes, the capitation grant may be paid, if claimed, on the average attendance obtained by applying to the average enrolment for the quarter in question the percentage of average attendance to average enrolment secured in the corresponding quarter of the preceding year. In such cases the manager shall set forth clearly the exceptional causes. The Minister will decide what constitutes a serious reduction in the average attendance.

Substituted averages cannot be allowed for the purpose of appointment or retention of teachers.

Deduction from Capitation Grant.

142. (1) A uniform sum in respect of each lay assistant teacher on the recognised minimum staff is deducted by the Department from the capitation grant payable to the conductors of capitation national schools. The Minister shall determine the amount of this sum from time to time.

(2) When a lay junior assistant mistress is employed in a capitation national school in which the average attendance warrants a staff of one teacher and a second teacher corresponding to a junior assistant mistress, the actual salary paid to the junior assistant mistress is deducted from the capitation grant.

(3) A deduction will not be made under sections (1) and (2) of this rule in respect of a lay teacher who is recognised in a capitation national school under the terms of rule 103(2) or who is continued under the provisions of rule 97.

Schools for Irish-speaking Children.

143. (1) An assistant teacher appointed to a school for Irish-speaking children, recognised under rule 24, may be granted, as from the date of appointment and provided he has completed his probation, an additional increment within his scale.

(2) A principal teacher appointed to such a school may be granted as from the date of appointment two additional increments within his scale, provided he has completed his probation.

(3) The additional increment or increments granted under the terms of this rule will be payable only so long as the teacher continues to serve in a school recognised under rules 24 or 25.

Grants to Fostering Schools.

144. The manager of a Fostering School may elect to have the school

aided on a capitation or classification basis. When aided for the first time, a fostering school paid on a capitation basis may not be paid grant at a rate higher than the minimum appropriate to the number of pupils in average attendance.

Research and Practising Schools in connection with Universities.

145. (1) Teachers recognised under the terms of rule 81 in Research and Practising Schools in connection with Universities may be allowed to enter the appropriate salary scale at such point in the scale as the Minister with the concurrence of the Minister for Finance, may determine.

(2) The teachers of such schools may be granted an additional increment or increments on the conditions that apply to teachers appointed to schools for Irish-speaking children.

Payment of Teachers' Salaries.

146. (1) The salaries of teachers are payable quarterly, but a payment on account is allowed after the end of each of the first two months of the quarter for service given by teachers during these months, the balance due for the quarter being payable after the close of the third month. Teachers who so desire, may receive payment of instalments of salary twice monthly.

(2) When a teacher transfers from one school to another, salary may be allowed for an intervening period of authorised school closing, owing to vacation or other cause, if the teacher's service is otherwise continuous.

(3) Teachers entering the service for the first time, or re-appointed after a break in service, can be paid only from the date of actual entry on duty.

(4) Should a teacher leave a national school and authorise the manager or some other person to receive payment of money accruing to him from the Department, such authority must be given in writing to enable the payment to be made.

(5) If a teacher dies without leaving a Will (or having made a Will which it is not intended to prove) and if Letters of Administration have not been and are not intended to be taken out, payment may be made to the next-of-kin on a declaration made before a District Justice, a Commissioner for Oaths or a Peace Commissioner, on a form which will be supplied on application, provided that the whole amount due to the estate of the deceased from public funds does not exceed £500.

Grants for Cookery, Laundry or Domestic Economy.*

147. Special grants as fixed by the Minister from time to time may be paid in respect of instruction of girl pupils of national schools in

* See Schedule IX for rates.

Cookery, Laundry, or Domestic Economy. The instruction may be given in national schools or vocational schools.

Cookery, Laundry or Domestic Economy Courses in National Schools.

148. (1) The courses shall be those prescribed in the programme of instruction in force for the time being for national schools. An alternative course may, however, be submitted through the inspector for approval; such alternative course should be submitted at least one month before the date fixed on the timetable for the commencement of the instruction.

(2) Girls enrolled in the fifth or higher standards and girls who have reached the age of 10 years (even though enrolled in a standard lower than fifth) are eligible to attend classes for instruction in any of these courses.

(3) Instruction may be given during normal school hours or either wholly or partly outside normal school hours, but should be given at such a time as will ensure that the school day is not too long, particularly for children living at a distance from the school.

(4) In a one-room school in which Cookery, Laundry or Domestic Economy is taught, pupils not receiving instruction in one of these subjects may be dismissed at 2.0 p.m. and the lesson in the subject may be given from 2.0 to 3.30 p.m.

(5) (a) A grant may be earned in respect of each girl who is taught any of these subjects in a national school, provided she has attended at least half the minimum number of lessons prescribed. The grant is not payable in respect of any pupil for more than two years in Cookery nor for more than one year in Laundry (being a total course of three years) and only one grant may be claimed in respect of a pupil in any year. In the case of Domestic Economy the grant is payable for each of three years.

(b) A grant may also be earned in respect of each girl receiving instruction in the Secondary Top of a national school for every year during which she follows the course in Domestic Science prescribed for secondary school pupils irrespective of whether a grant has already been paid for instruction given to her in accordance with the Programme of Primary Instruction in Cookery, Laundry or Domestic Economy.

(6) To warrant payment of grants, pupils must continue to be instructed in the course originally taken up. Grants will not be paid for the alternative syllabus in Cookery and Laundry, combined as a single subject (Domestic Economy), in respect of pupils for whom grants have already been paid in the separate courses in Cookery and Laundry; nor in the separate courses in respect of pupils for whom grants have previously been paid for instruction in the combined course.

(7) The expenditure on equipment for these courses is a first charge on the grant payable in respect of the instruction and is recouped to the

person (manager or teacher) by whom this expenditure is incurred. The balance of the grant is paid to such teacher or teachers on the staff of the school as may be nominated by the manager.

(8) Utensils purchased out of the grant for Cookery, Laundry, or Domestic Economy are public property, and as such should be carefully stored and looked after. They must not be removed from the school and the teacher will be required, on resignation, to hand them over in good condition to her successor.

(9) A record of the attendances of the pupils under instruction must be kept in a special roll which should be obtained from the Department before the commencement of the course.

Cookery, Laundry and Domestic Economy Classes in Vocational Schools for National School Pupils.

149. (1) Any girl who is in the fifth or a higher standard may be enrolled in these classes, but girls who have reached the age of 10 may also attend, even though they are enrolled in a lower standard than fifth.

(2) The syllabuses of instruction shall be those prescribed in the programme of instruction in effect for the time being for national schools.

(3) Managers of national schools desirous of entering pupils for instruction in Cookery, Laundry or Domestic Economy in vocational school classes must apply to the Chief Executive Officer of the appropriate Vocational Education Committee before June preceding the school year in which the instruction is sought and produce to him a letter from the Department (Primary Branch) containing sanction for the proposed arrangement.

(4) The classes shall be at all times open to the inspectors of the Technical Instruction Branch of the Department, who will report as to the character and efficiency of the instruction.

(5) The holding of the classes shall not entail any charge on the funds of the Vocational Education Committee.

(6) The Department will make a grant in respect of each girl taught Cookery, Laundry or Domestic Economy under the conditions set out above, who has attended at least half of the prescribed minimum number of lessons in the subject taught. The grant will not be paid for any pupil for more than two years in Cookery and one year in Laundry, nor for more than three years in the alternative syllabus in Cookery and Laundry, combined as a single subject. Only one grant will be paid in respect of a pupil in any year. Claims for grants in respect of attendance made before the receipt by the Chief Executive Officers of Vocational Education Committees of the official registers will not be entertained.

(7) To warrant payment of grants, pupils must continue to be instructed in the course originally taken up. Grants will not be paid for the alternative syllabus in Cookery and Laundry combined as a single

subject (Domestic Economy), in respect of pupils for whom grants have already been paid in the separate courses in Cookery and Laundry; nor in the separate courses in respect of pupils for whom grants have previously been paid for instruction in the combined course.

(8) The grant may be reduced or withheld if the proficiency attained is not satisfactory.

Special Grants for certain Gaeltacht Schools.

150. (1) In a school situated in the Gaeltacht as determined by Gaeltacht Area Order or Orders made under the Ministers and Secretaries (Amendment) Act, 1956, in which instruction in the various subjects of the school programme (other than English) is given entirely through the medium of Irish, a special grant of ten per cent of scale salary may be made to each member of the teaching staff whose work is satisfactory and who is competent to give instruction through the medium of Irish.

(2) For capitation national schools which fulfil the general conditions for the award, the special grant will be on the basis of ten per cent of the capitation grant.

CHAPTER XVI

ADMISSION TO THE PREPARATORY COLLEGE, TO TRAINING COLLEGES AND TO EXAMINATIONS FOR ENTRANCE TO THE PROFESSION OF NATIONAL SCHOOL TEACHER

151. The Minister reserves the right to refuse to assent to the admission of any particular candidate to an examination for entry to the Preparatory College or to the Training Colleges, or to his admission to these Colleges or to his admission to an examination for qualification in any capacity in a national school.

CHAPTER XVII

PREPARATORY COLLEGE FOR PROTESTANT STUDENTS

152. (1) The Preparatory College for Protestant girl students is a residential college provided equipped and maintained out of State funds in order to provide a suitable secondary school course, under the most favourable conditions, for young persons who desire to prepare themselves for admission to a Training College to become national school teachers. The college course extends, as a rule, over four years. Irish is the language of ordinary use in the college.

(2) The Archbishop of Dublin is recognised as manager of the college.

(3) The administrative and professorial staffs of the college are appointed by the Minister with the concurrence of the manager.

(4) The conditions relating to the entrance examination and the regulations governing the admission of pupils to the Preparatory College, their maintenance in the college, and their subsequent admission to a Training College are laid down by the Minister. Copies of these conditions and regulations may be obtained from the Department (Primary Branch).

(5) Preparatory College students who have been declared eligible to enter a Training College are required to enter in the autumn of the calendar year in which they complete their Preparatory College course; in exceptional circumstances the Minister may agree that entry be deferred to a later date. Where entry is deferred the student may be required to pass a test in oral Irish before being admitted to the Training College.

(6) If, having been declared eligible to enter a Training College, a student shall fail to do so, or if she shall leave the Training College without the consent of the Minister, the parent or guardian shall, upon demand, pay and refund such sums as the Minister may determine as being due in consideration of maintenance, tuition and other expenses in respect of the periods spent by the student in the Preparatory College and the Training College.

CHAPTER XVIII

TRAINING COLLEGES

Recognition.

153. (1) For the purpose of obtaining a sufficient supply of trained teachers for service in national schools, aid is granted to approved Training Colleges for the maintenance and instruction of students who are preparing to become trained national teachers or who are already serving as untrained teachers in national schools.

(2) Before aid is granted to a Training College the Minister must be satisfied that the premises are suitable, that the arrangements for the general control, management and administration are satisfactory, and that adequate provision is made whereby the students may obtain, as part of their training, practice in teaching under supervision in national schools.

(3) The bishop of the diocese in which the Training College is situated is recognised as manager of that college.

(4) The principal or other officer in charge of the administration of a Training College shall be a person competent to control and manage the college in accordance with the regulations and requirements of the Minister.

(5) The authorities of a Training College appoint their own staffs of professors and other officers and, subject to the approval of the Minister, arrange the salaries of these officers.

Payment of Grants and Fees.

154. (1) Annual grants as fixed from time to time by the Minister with the concurrence of the Minister for Finance are made to Training Colleges.

(2) These grants, together with such annual fee as may with the approval of the Minister be charged to the students, are payable to the college, through the manager, for the maintenance of the college.

If a Training College student satisfies the Minister that he is not in a position to pay the annual fee, the Minister may advance such fee in whole or in part to the Training College on his behalf, subject to subsequent repayment. When such student obtains an appointment as a teacher in a national school, the amount advanced will be recovered from the salary of the teacher by instalments fixed by the Minister.

(3) In addition to the ordinary annual expenditure on the upkeep and maintenance of the Training College, the Minister may authorise expenditure from the college funds on the extension or improvement of the college buildings, the purchase of educational apparatus and appliances, or such other suitable purpose as may be approved by the Minister.

(4) The accounts of a Training College must be kept in the manner required by the Minister and be ready at all times for the inspection of an officer of the Department authorised by the Minister for the purpose. These accounts are audited annually by an officer of the Department.

Admission of Students.

155. (1) Subject to such regulations as may from time to time be made by the Minister, the authorities of each Training College arrange their own terms of admission* and on their own responsibility nominate the applicants for admission to the Training College Entrance Examination.† They must submit for the approval of the Minister a list of the candidates for admission to that examination.

(2) Subject to such regulations as may be approved by the Minister the following classes of student-teachers and teachers may be admitted to training by the authorities of the Training Colleges:—

- (a) Preparatory College students who have successfully completed their course in the current or the preceding year;
- (b) candidates who have qualified for admission at the Training College Entrance Examination of the current or, in certain circumstances, the preceding year;
- (c) graduates of a University who may be exempted partially or wholly from the Training College Entrance Examination;
- (d) untrained teachers who have passed the Training College Entrance Examination within the preceding five years or who, in special circumstances, are declared by the Minister to be eligible for training. (See rule 78(2).)

The Minister may require a certain number of places in the Training Colleges to be reserved each year for untrained teachers.

(3) Candidates for admission to training must not be under 17 years of age, and candidates, other than untrained assistants, junior assistant mistresses or graduates of a University, must not be over 21 years of age on the 1st August in the year of admission to training.

(4) Before a candidate is admitted to a Training College

- (a) the medical officer of the College must certify that he is of sound and healthy constitution and free from any physical or mental defect likely to impair his usefulness as a teacher; the medical certificate shall include such details as the Minister may require;
- (b) the candidate must sign an agreement relative to the obligations imposed on him in respect of his admission to the College and of service subsequently as a teacher in a national school; the agreement includes an undertaking regarding his liability, in certain eventualities, for the payment and/or repayment of the cost of his training;
- (c) the parent or guardian of the candidate must sign a guarantee that the candidate will fulfil faithfully the agreement referred to at subsection (b); the form of guarantee includes an undertaking regarding the liability of the parent or guardian for payment and/or repayment, in certain eventualities, of the cost of the candidate's training.

(5) In exceptional circumstances, a member of a religious community who undertakes to serve as a teacher in a national school may with the approval of the Minister, be admitted as an extern student to a Training College, subject to the fulfilment of such conditions, including payment of fee, as the Training College authorities may require. Such extern students are not boarded or lodged at the expense of the college, and no grants are payable by the Minister in their regard.

Extern students may be admitted to the examinations for students in training and may become eligible for the award of the diploma in teaching.

* (a) See Rule 152. (b) The admission to training of any one or more of the classes referred to in section (2) of rule 155 may be discontinued in any year.

† The regulations and syllabus for the Training College Entrance Examination are published in a separate pamphlet from time to time, and may be obtained from the Department (Primary Branch).

Duration of Course.

156. (1) The course of training extends over two sessions, each commencing in the autumn and terminating after the following mid-summer examination.

(2) (a) The Principal of a Training College has power, in certain circumstances, to require any student to discontinue his course of training during, or at the end of, the first year. The Minister may, at any time, require the removal from a Training College of a student whose health, in the opinion of the Minister, is not satisfactory.

(b) During the final year a student may, with the approval of the Minister, be required, or permitted in exceptional circumstances to discontinue his course of training, subject to such conditions as the Minister may impose.

(3) A student is not eligible for employment in any capacity in a national school between the date of entry to the College for his first year's course of training and the date of conclusion of his final year's course of training (see rule 157(3)) unless with the special sanction of the Minister previously obtained.

Training College Examinations.

157. (1) At the end of their first year of training students must pass the examination in the prescribed programme as a condition of being summoned to complete their course. A second trial is not allowed unless the failure to pass has been due to illness, certified as the time, or to other cause accepted by the Minister as sufficient.

(2) At the termination of his course of training a student must

(a) pass the final examination in order to be recognised as a trained teacher and to be eligible for the award of the Diploma in Teaching on the usual conditions (a student who fails, may, on the recommendation of the Principal of the College, be allowed a second trial at the next following annual examination; a third trial may be allowed in exceptional circumstances);

(b) be certified by the medical officer of the College as of sound and healthy constitution and free from any physical or mental defect likely to impair his usefulness as a teacher; the medical certificate shall include such details as the Minister may require (see also rule 93(1) (a)).

(3) A teacher is regarded as trained from 1st July of the year in which he completes his course of training, provided he passes the final examination in that year. Should he fail the final examination he is not registered as a trained teacher until 1st July of the year in which he passes. A teacher who has failed the final examination may be recognised provisionally pending his passing that examination.

(4) A student who has not been in training either as an intern or extern throughout the college year may not be presented by the college authorities for examination except with the permission of the Minister.

Diploma in Teaching.

158. (1) (a) The Diploma in Teaching is awarded to each student who having passed the examination at the end of his course of training shall have served continuously for a period of two years as principal teacher, assistant teacher, lay assistant teacher, supernumerary assistant teacher, or junior assistant mistress in a national school (or, with the antecedent approval of the Minister, in a public elementary or other school elsewhere), and shall, in respect of those years, have been favourably reported upon by the inspector.

(b) Continuous service of not less than three months as substitute teacher for a teacher, or teachers, absent from school in circumstances in which the Department's Rules require, or approve of, the employment of a substitute teacher, shall be reckoned as part of the probationary service for the Diploma if the service is satisfactory.

(2) (a) Teachers who completed their course of training in the period from 1931 to 1962 inclusive, must for the award of the Diploma have obtained the certificate of competency to give instruction in the school programme through the medium of Irish.

(b) If a teacher has not qualified for the Diploma within five years from the date of first appointment, the Diploma cannot, as a rule, be awarded subsequently. The Diploma is not disallowed on the report of one inspector only.

Grants to Practising Schools.

159. Grants are made to the Practising School or Schools of a Training College on the same conditions as to other national schools. The Minister may sanction the payment of extra remuneration out of the Training College funds to teachers in Practising Schools.

Repayments by Persons entering Civil Service.

160. Persons upon whose training for the position of a teacher in National Schools money was expended by the State, must, upon entering the Civil Service, repay such money to the Minister. The repayment must be made in such manner as may be arranged by the Minister, with the concurrence of the Minister for Finance, and may be reduced by one-thirtieth for each year of recognised teaching service subsequent to training. In addition they must repay in such manner as may be arranged by the Minister, with the concurrence of the Minister for Finance, any amounts which may be due to the State in respect of Training College fees advanced to a Training College on their behalf.

CHAPTER XIX

INSPECTION OF SCHOOLS

161. (1) Inspectors are the agents of the Minister and supply him with such local information as he may require for the effective administration of the system.

(2) Inspectors are not authorised to decide upon any question affecting a national school or the general business of the Minister, and may not give direct orders in a school (other than a Model School). They should, however, call the attention of managers and teachers to any rules which appear to them to be infringed and should, as may be necessary, communicate personally or in writing with the manager with reference to the general condition of the school or to matters requiring the manager's attention, making such suggestions as they may deem necessary.

(3) The inspector should pay frequent incidental visits to the schools in his district in order to collaborate in the work of the teachers and to help young teachers and others who, in the inspector's opinion, are in need of his assistance and advice.

(4) (a) Annual visits by inspectors to schools for the purpose of general inspections of the work of the teachers are obligatory in the following cases:—

(i) teachers whose work was estimated as "not satisfactory" at the previous inspection;

(ii) teachers on probation, trained or untrained.

(b) When a request for a general inspection is made in accordance with the provisions of section (7) of this rule the general inspection should be held at such time as may be agreed upon with the applicant.

(c) General inspections may be held on the work of teachers not included under subsection (a) of this section when the inspector thinks it advisable.

(5) The form of the report to be furnished by an inspector following a general inspection on a teacher's work shall be in accordance with the instructions laid down by the Minister from time to time.

(6) (a) Where the work of a teacher has deteriorated to such an extent that the estimate "satisfactory" is no longer merited, and where, on at least two previous occasions during the preceding twelve months, an inspector has pointed out the defects observed in the teacher's work and suggested remedies for them, an inspector (other than an unattached inspector) who is not satisfied that a genuine and reasonably successful effort has been made to remedy the defects should give the teacher a formal written notice that it is the intention to hold a general inspection

of the teacher's work after an interval of six months. An inspector shall not lower the estimate of the work of a teacher, other than a teacher on probation, except at a general inspection following such notice.

(b) The written notice referred to at subsection (a) of this section should be sent to the teacher by registered post, following oral notification on the day of the inspector's visit.

(c) In the interval between the issue of the notice and the holding of the general inspection, the inspector should visit the school at least once, in order to afford the teacher such assistance as may be possible.

(d) A clear interval of six months, exclusive of periods of illness or vacation, must elapse before a general inspection is held following the issue of such notice. Furthermore, such general inspection should not be held for at least six weeks after the re-opening following the summer vacation or other prolonged closing.

(e) The general inspection held following the issue of a formal written notice need not necessarily be held by the inspector who issued the notice.

(7) A request for a general inspection of his work (see subsection (b) of section (4) of this rule) may be made by any teacher paid personal salary by the Department or by a supernumerary lay assistant teacher in a capitation school. A request for a general inspection of a capitation school may be made only by the manager or principal teacher. The request should be made in writing to the district inspector in the first three months of the school year.

(8) The inspector will furnish at least once in every two years a School Report on the work of every school in his district. The report shall contain a short minute on the work of the school as a whole.

(9) (a) Annual visits by the inspector for the purpose of general inspection to review the work of the school shall be made to capitation schools in which the work was estimated to be not satisfactory at the previous general inspection.

In capitation schools in which the work is estimated as satisfactory a general inspection may be held whenever the inspector considers it advisable.

(b) The procedure set out in section (6) of this rule shall be followed by an inspector who proposes to give the manager and principal teacher of a capitation school a formal written notice of the intention to hold a general inspection of the school after an interval of six months.

(10) When a Divisional Inspector or an inspector of higher rank visits a school within a month after the date of a general inspection, or at a later date when specially directed to do so, for the purpose of re-assessing the teacher's work, the Divisional Inspector or inspector of higher rank may, if he thinks fit, furnish a fresh report after consultation with the inspector who furnished the original report, and this fresh report may be substituted for the report of the general inspection

previously furnished. The notice required under section (11) of this rule must be given by the Divisional Inspector or the inspector of higher rank.

(11) Three clear school days' notice in writing of the precise date of a general inspection shall be sent to the manager and teacher.

(12) When the inspector pays an incidental visit to a school with the intention of spending a considerable time in it, he should, when practicable, cause the manager to be notified of his visit.

(13) Extracts from general reports and school reports are furnished to the managers, principal teachers and teachers concerned. Extracts from reports of incidental visits are also furnished, when necessary, to the managers and to the teachers concerned.

Appeals against Inspectors' Reports.

162. Where it is desired to lodge an appeal against an inspector's report —

(1) The appeal must be lodged with the Department (Primary Branch) by the teacher, either directly or through the manager, within 14 days of the receipt of the extracts from the report by the manager and the teacher. If, however, the extracts are received during the time of the school vacation, the 14 days will be reckoned from the date of the re-opening of the school.

(2) A copy of the appeal must be sent to the inspector concerned on the date on which the appeal is forwarded to the Department.

(3) The inspector is required to furnish without delay to the Department any observations he desires to make on the appeal.

(4) All appeals against inspectors' reports, except such as are deemed by the Minister to be frivolous or vexatious, will be forwarded to the Appeal Board for consideration.

(5) A Board of Appeal appointed by the Minister, consisting of a chairman and two other members, investigates reports of general inspections against which appeals have been made.

A representative from a panel, nominated annually by the Irish National Teachers' Organisation and other teaching bodies, is selected by the Minister, according to the nature of the case, to act on the Board.

(6) The functions of the Board of Appeal are —

(a) to receive

(i) subject to section (4) of this rule, the appeal submitted to the Department by the appellant teacher;

(ii) the report against which the appeal has been lodged;

(iii) the detailed reasons submitted for such appeal, and

(iv) the observations submitted to the Department by the inspector whose report has been appealed against;

(b) to ascertain whether the conditions governing the making of appeals have been fulfilled, to decide whether there is a

prima facie case for investigation and to recommend a re-inspection of the teacher's work where the Board considers such re-inspection desirable.

(c) to suggest to the Minister when a re-inspection is recommended, the name of an inspector of rank not less than that of Divisional Inspector for dealing with the appeal, or of rank not less than Deputy Chief Inspector where the report of a Divisional Inspector is concerned;

(d) to make a recommendation to the Minister in regard to the action to be taken on the report of the second inspector — the Minister, however, retaining full freedom to act on the recommendation or to take action on the appeal as he may think fit.

CHAPTER XX

REID BEQUEST

163. Prizes and exhibitions from the interest accruing from the Reid Bequest, are awarded under the conditions contained in Schedule IV.

CHAPTER XXI

SCHOOL HEALTH SERVICES AND PROVISION OF MEALS FOR SCHOOL CHILDREN

164. School health services and schemes for the provision of meals for school children are administered by the Local Authorities under regulations made by the Departments of Health and Social Welfare, respectively. Enquiries on these subjects should be addressed to the appropriate Department or to the Local Authority concerned.

CHAPTER XXII

ALTERATION OF RULES

165. These Rules may be altered or rescinded by the Minister with, in the case of rules involving finance, the concurrence of the Minister for Finance.