FORM T1 - Post Primary School Timetables  
(Complete in Black Ink and BLOCK CAPITALS please)  

1. GENERAL DETAILS  
   SCHOOL YEAR 2017 / 2018  
   Name of School  
   Address of School  
   Type of Computerised Facility  
   Return  
   Y/N  
   SIMS  
   Y/N  
   VSWare  
   Y/N  
   SchoolPod  
   Y/N  
   Timetabler  
   Y/N  
   Tel No.  
   School Roll No.  
   Name and Address of School Manager/Chairperson/Chief Executive Officer  

2. Date of opening of school in 2017/2018 school year  
   Dates of Holidays  
   (Please refer to reference guide overleaf. Dates to be entered in following format - 8 December 2016 enter 08122016)  
   SUMMER 2017  
   FROM  
   TO (inclusive)  
   Occasional/Special (see overleaf)  
   FROM  
   TO (inclusive)  

3. SCHOOL EXAMINATIONS  
   (Please refer to reference guide overleaf. Dates to be entered in following format - 8 March 2018 enter 08032018)  
   FROM  
   TO (inclusive)  
   For the 2016/2017 school year, please state the number of days on which the school will be open  
   For teaching purposes  
   For other school related activities (see overleaf)  
   Total days in operation  
   Does the school operate on Saturday?  
   Yes  
   No  
   Is there a weekly half-holiday? If so, on which day it is given?  
   Yes  
   No  

4. I hereby certify that:  
   (a) the above information and  
   (b) the information electronically uploaded to Esinet, both in relation to teachers and school, accurately reflects the position in this school for 2017/18 school year.  
   Signature of Management Authority / School Principal  
   Date  

N.B. FORM TO BE RETAINED IN SCHOOL UNTIL REQUESTED SEE CIRCULAR 0056/2009
COMPLETION OF FORM T1

The completed Form T1 must be stored in the school until requested

**Holidays (Section 2)**

**Summer**
- this refers to the summer of 2018. A provisional date may be given where dates have not been finalised. Where a provisional date is given please indicate "provisional" beside it.

**Occasional/Special**
- this refers to days that your school is officially closed outside the standard school holidays e.g. 08/12/2017

Do not enter standard school holidays, bank holidays, parent teacher meetings, staff development, staff planning etc.

**School Examinations (Section 3)**

- this refers to in-house exams only. Do not include state examinations.

**Other school related activities (Section 4)**

- Examples:
  - Sports Day
  - Parent Teacher Meetings
  - Staff Development
  - Staff Planning
  - In-service
  - Staff Liaison
  - Open Day

Do not include state exams

DEPLOYMENT OF TEACHING RESOURCES (DTR) RETURNS MUST BE GENERATED NO LATER THAN

**FRIDAY 15th SEPTEMBER 2017**