



Board of Management Annual Report for school year 2021-22

Staffing:

July 2021 – appointments of 1 permanent position (appointment from panel) 2 fixed-term (job-share agreements) 1 fixed term (Career break) and 2 specified purpose maternity leave positions. Another specified purpose appointment was made to replace a member of staff who was deemed at very high risk because of Covid-19. A teacher was also employed to cover our allocation of CLASS hours. Contracts were prepared and signed for permanent, fixed-term and specified purpose positions.

Short-term subs were employed throughout the year and the BOM made every effort to ensure that SEN pupils did not lose out on teaching time. The BOM ensured that all subs met the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 (the Vetting Act) and compliance with the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking by all persons being appointed to teaching and non-teaching positions.

Preparations for the Safe Return to School:

Planning and Systems

- Ensured there was a system in place to keep up to date with the latest advice from Government and Department of Education, to ensure that advice was made available in a timely manner to staff and pupils and to adjust plans and procedures in line with that advice
- Updated the COVID-19 response plan and made it available to staff and pupils
- Put a system in place to provide staff and pupils with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them
- Displayed the [COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19](#)
- Told staff of the purpose of the Covid -19 Response Plan
- Put a [COVID-19 contact log](#) in place to support HSE tracing efforts if required
- Informed staff on the measures and provided a system for them to raise issues or concerns and to have them responded to
- Reviewed and updated [risk assessments](#) in line with DES advice to take account of any controls to help prevent the spread of COVID-19
- Updated emergency plans to take account of the COVID-19 response plan

Staff

- Made available to each staff member a [COVID-19 return-to-work form](#) to be completed and returned 3 days before they return to the workplace
- Checked with staff members to see if any were at very high risk under the HSE guidance on people most at risk ([HSE guidance on people most at-risk](#)) and advised them of the DES agreed arrangements for management of those staff
- Advised staff and pupils they must stay at home if sick or if they have any [symptoms of COVID-19](#)

- Told staff and pupils what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is
- Advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life
- Identified a lead worker representative (in line with the process agreed with the DES and education partners) and detailed at Section 4.3 of this plan to help advise staff and to monitor compliance with COVID-19 control measures in the school and taken measures to ensure all staff know who the representative is. Passed on details of what is expected of the LWR to this person and made arrangements to communicate regularly any updates to this person.

Training and Induction

- Advised staff to [view the Department of Education's training materials which are available online](#)
- Took the necessary steps to update the school induction / familiarisation training to include any additional information relating to COVID-19 for our school
- updated training to staff members on infection prevention and control re: hand hygiene and use of PPE as appropriate? *(It is intended that training will be provided as part of the Department's online training programme).*

Buildings / Equipment

- Ensured all windows were functioning correctly to allow for ventilation
- Arranged for water system to be flushed at outlets following low usage to prevent Legionnaire's Disease
- Visually checked all equipment in the school for signs of deterioration or damage before being used again and arranged for staff to complete classroom Health and Safety Checklists
- Arranged for the school, including all equipment, desks, benches, doors and frequent touched surfaces points, to be cleaned before reopening?

Control Measures in place

Hand / respiratory hygiene

- Accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department? (RFI published and framework available from early August).
- Ensured that hand washing/hand sanitising stations were in place to accommodate staff, pupils and visitors adhering to hand hygiene measures in accordance with Department guidance
- Made arrangements for staff and pupils to have regular access to hand-washing/hand sanitising facilities as appropriate
- Made hand sanitisers easily available and accessible for all staff, pupils and visitors – e.g. in each classroom and at entry and exit points to school buildings?
- Made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked
- Checked that the alcohol-based hand sanitiser has at least 60% ethanol or 70% isopropanol as the active ingredient
- Informed staff about the importance of hand washing
- Arranged for staff to view [how to wash their hands](#) (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource
- Showed staff and pupils how to use hand sanitiser correctly (sourced suitable videos and stories) and where hand-sanitising stations are located
- [Displayed posters](#) on how to wash hands correctly in appropriate locations
- Told staff and pupils when they need to wash their hands or use hand sanitiser. This includes:
 - before and after eating and preparing food
 - after coughing or sneezing
 - after using the toilet

- where hands are dirty
 - before and after wearing gloves
 - before and after being on public transport
 - before leaving home
 - when arriving/leaving the school /other sites
 - after touching potentially contaminated surfaces
 - if in contact with someone displaying any COVID-19 symptoms
- Ensured staff and pupils were aware of the importance of good respiratory measures to limit the spread of the virus
- avoid touching the face, eyes, nose and mouth
 - cover coughs and sneezes with an elbow or a tissue
 - dispose of tissues in a covered bin

Physical Distancing:

- Identified all available school space to be used to maximise physical distancing
- Reviewed [the templates provided by the Department of Education](#) which showed options for revised layout of school rooms to meet physical distancing requirements
- Arranged to revise the layout of the rooms and furniture as per the Department guidelines
- Arranged in each room that the teacher's desk should be at least 1m and where possible 2m away from pupil desks
- Arranged in each room that pupils would be at least 1m away from each other
- Allocated work stations consistently to the same staff and children rather than having spaces that are shared
- Structured pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and asked teachers to create discrete groups or "Pods" within those class bubbles to the extent that this is practical
- Arranged at least 1m distance between individual Pods within the class bubble and between individuals in the pod, whenever possible?
- Took steps to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those class bubbles) as much as possible.
- Arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context
- Arranged to the greatest extent possible for pupils and teaching staff to be consistently in the same Class Bubbles acknowledging that this will not be possible at all times
- Arranged that different class bubbles would have separate breaks and meal times or separate areas at break or meal times
- Made arrangements to limit interaction on arrival and departure from school and in other shared areas?
- Encouraged walking or cycling to school as much as possible and asked that pupils not share lifts to and from school
- Arranged additional access points to school to reduce congestion
- Provided a one system for entering and exiting the school
- Arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing
- Put a system in place to regularly remind staff and pupils to maintain physical distancing
- Advised staff not to shake hands and to avoid any physical contact?

Visitors to Schools:

- Identified the activities that involve interacting with essential visitors to the school, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible

- Put arrangements in place to inform essential visitors to the school of the measures to help prevent the spread of infection
- Put a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit.

Policy Formation:

Following a consultation process, the BOM ratified the following policies...

- Covid-19 Policy Statement
- Updated Covid-19 Response Plan and Risk Assessment
- Communications Policy in relation to Covid-19
- Job-sharing Policy
- Assessment Policy
- Updated Child Safeguarding Statement and Risk Assessment in line with new guidelines and templates
- Annual Checklist for Anti-Bullying Policy and Child Safeguarding Statement and Risk Assessment

Procurement:

The following items were purchased for the school during 2021-22

- 25 Lenovo Thinkpads E15 from PFH for use by staff members –
- 12 x iPad 10.2-inch Wi-Fi 32GB – in September 2021
- 16 x Metropolis Polybag - Black
- ZULUEDU Safe Environment (Annual Subscription)
- Juiceit16 MultiPad Juicelt 16 iPads/Tablets Universal Wheeled Case, Charge Only
- Education Support On-site Senior Technician, half day
- 4 x Helgi Interactive Touch Screens
- Assistive Technology grant aided laptop and reader pen for individual pupils
- Regular supply of PPE, sanitizer and cleaning products
- Additions to our playground -Timber Trail installed by Kompan
- Additional playground markings to include games
- Two picnic tables
- 16 x iPad 10.2-inch Wi-Fi 32GB – in April 2022
- 16 x Metropolis Polybag - Black
- ZULUEDU Safe Environment (Annual Subscription)
- Juiceit16 MultiPad Juicelt 16 iPads/Tablets Universal Wheeled Case, Charge Only

IT:

- All new Ipads were brought under Apple Management and the JAMF system and suitable suitable apps were downloaded
- Repairs, upgrades, installation of software, licences and encryption of all laptops.
- Purchased identifying plates for all new laptops.
- Upgrade of broadband with Viatel
- Upgrade of Wifi throughout the school

Repairs/Maintenance to Building and School Grounds:

- Organising regular maintenance of Fire-safety and Intruder Alarm systems and remedial work on Emergency lighting system (considerable repairs to emergency lighting system during July/ August 21 and further work during July 22 ensuring that the entire system is working correctly)
- Organising of repairs to roof and cleaning of gutters following storm in March 2022
- Organising of remedial work to walls, ceilings and floor covering after flood damage in March 2022
- Allocating and overseeing work for caretaker
- Procurement of additional bark mulch for pathways necessary because of Covid-10 August 2021
- Organising for marmoleum on corridors, staff room, secretary's office to be sealed August 2022
- Organising repairs to playground with Kompan (March 2022 and July 2022)
- Organising repairs to toilets and handbasins (regularly throughout the year)
- Regular contact with cleaners including setting up system for recording of tasks completed
- Setting of tasks for aide and caretaker
- Organising repairs to windows and doors (March 2022 and June 2022)
- Organised electrical repairs after flood damage and also in disabled bathroom upstairs in June 2022
- Organising repainting of edges of pathways
- Liaised with DE, Punch Consultant Engineers and Ivor Bowe Consultant Engineers on the ongoing issues around monitoring of the cracks in the school building- ongoing
- Organising repairs to lift and liaising between Kone and Allianz
- Organising maintenance work on All-weather pitch – carried out in March 2022
- Organising maintenance of heating and sewerage pumping systems April 2022
- Organising repairs to school fencing
- Procured new flagpole ropes and snap hooks to fly flags again April 2022
- Arranged for upgrade of Broadband into the building March 2022
- Arranged for upgrade of Wifi throughout the building May 2022
- Procurement of Timber Trail from Kompan and arranging for installation of same July 2022
- Arranged for the painting of all bathrooms throughout the building in July/August 2022
- Arranged for Rooms 5,8, 9 and 10 to be painted in July/August 2022
- Arranged for the entire building to be powerwashed during July 2022
- Arranged for the plinth and downstairs window ledges to be painted grey. July/August 2022
- Deep clean of entire building during July/Aug. 2022

New Developments:

Time-line for Provision of Additional Accommodation in Bennekerry N.S. to Include 2 class SEN Unit and two additional SET Rooms

- Sept. 24th 2021 – letter from Rebecca O Mahony in DE Building section indicating that the DE are prepared to review the application for refurbishment of the Old School Building to accommodate a 2 classroom SEN unit.
- Sept. 28th 2021 – BOM meeting during which the Board made the decision to pursue this option
- Oct. 18th 2021- Principal engaged with all day training webinar on the establishment of SEN Units
- Oct. 20th 2021- Visit by Principal and post holder to Rathoe N.S. SEN unit
- Oct. 22nd 2021- completion and submission of Additional School Accommodation Form
- Nov. 11th 2021- updating of plans to accompany the ASA form with more detailed measurements
- Nov. 15th 2021- received offer of ASA to include 2 class SEN Unit and 2 x 15m2 SET rooms
- Nov 17th 2021- sought and received clarification of what is included in an SEN Unit
- 25th Nov. 2021 – formal letter of application from BOM for this additional accommodation
- Week of 6th-10th Dec. 2021- Fr. Little showed representative from NCSE around the old school building
- 13th Jan. 2022 – Approval of the project from DE

- 20th Jan. 2022- Completed Brief for Assignment of Design Team
- 21st Jan. 2022- Registered for tendering process
- 25th Jan. 2022 – Completed and Submitted New Buyer Request Template
- 8th Feb. 2022 – tender prepared for
 - Quantity Surveying Services
 - Building Services (Mechanical and Electrical) Engineering Services
 - Architectural Services
 - Civil Structural Engineering Services
- 11th Feb. 2022 – tenders for the Design Team published (45 expressions of interest received)
- 22nd and 23rd Feb. 2022 – open opportunity for design team tenders to view the building and site
- 22nd March 2022 – closing date for submission of tenders
- 7th April 2022 – visited ASD Unit in St. Joseph’s to get ideas
- 26th April –opened all tenders.
- 16th May –Completed the matrices for the financial section.
- 24th May – meeting for marking system and designation of design team - completed matrices and chose team in accordance with completed marking system.
- 25th and 26th – drafted all letters of intent and feedback letters for all successful and unsuccessful consultants. Redacted the matrices.
- 27th May – sent all letters of intent and feedback letters to successful and unsuccessful consultants complete with redacted matrices for each of the 4 specialist groups.
- 23rd June 2022 -Prepared, signed and sent Letters of Acceptance to Design Team contractors
- 23rd June 2022 – prepared signed and sent the Standard Conditions of Engagement for Consultancy Services to all members of the Design Team and asked them to sign and return the Contracts to me.
- 24th June 2022 - Introductory meeting with design team
- 24th June 2022 – sent Form of Agreement to Jennifer Hughes in DE and ASA Projects
- 27th June 2022 – met with the architect and provided him with maps and drawings
- 8th July 2022 - Liaised with architect and BOM sub committee re surveys to school grounds prior to plans being drawn up.
- 10th July 2022 – contacted architect to instruct him to appoint Apex Surveys to carry out the required Measured Building, Topographical, and GPR (Ground Penetrating Radar) Surveys

Living Our Ethos:

- Confirmation Ceremony for those who left the school in June 2021 was held in October 2021.
- Confirmation ceremony for 6th class of 2021-22 was held on 11th March 2022
- First Confessions for 2nd and 3rd classes were held on 22nd March 2022
- Preparation for First Holy Communion was carried out through the year and the children received First Holy Communion on the Sundays between 1st May and Corpus Christi in June.
- The month of November was marked in each classroom with prayers for family members and friends who have passed away and some classes made crosses to hang on branches to remember their loved ones.
- Asked that all classes revise the story of The First Christmas, visit the Church and crib and hold a short prayer service for Christmas
- Distributed Advent, Lenten, St. Brigid’s Day and Catholic Schools Week resources to all teachers.
- Kept parents and families up to date with sacramental preparation

Health and Safety:

- Booked and ensured release time for a training workshop on monitoring and managing a specific medical condition for three members of staff

- Ensured that our Health and Safety guidelines as listed in our Health and Safety Statement were fully adhered to.
- Conducted a Health and Safety audit with the other members of the Health and Safety team.
- Updated Evacuation Procedures and ensured that they are on display in all classrooms.
- Ensured all staff members are familiar with the Health and Safety Statement.
- Organised regular Fire drills and ensured that they were carried out in line with the stated planned procedures.
- Regularly sent reminders to parents about Health and Safety procedures, especially in relation to Covid-19, and also sent letters and details of correct procedures to follow if pupils/staff members were deemed close contacts of confirmed cases.
- Had a fence installed around the ESB stay wires on the track and padding on goalposts
- Had extra work done on track to make it safer as erosion had caused some divots and holes

Initiatives:

Supported the following initiatives

- Procurement and planting of crocus bulbs (6th class)
- Recording of Christmas song (6th class)
- Halloween Witch Walk and decorations
- Planting of vegetables with 4th class Green School committee
- Christmas Draw
- Christmas cards
- Preparation and planting of Wildflower Garden with 5th and 6th class Green School committee
- Planting window boxes and other planters with 3rd class Green School committee
- Student Council and Green School Committee meetings
- Ensured that pupils could participate in Cumann na mBunscol by organising transport and cover for absent teachers
- Supported application for a review of SNA allocation for the school year 2021-22
- Reading Resolutions Initiative in February/March
- Return of Drama instruction and visiting coaches for sports when it was deemed safe to do so
- Online Safety webinars for 3rd-6th. These were facilitated by Barnardos and Community Gardaí
- Workshops with Patrick Hunt, environmentalist, through the Heritage in Schools programme for 2nd-4th classes
- Circus Skills workshops for all pupils in the school with Konor Halpin and Engineering Workshops with Tim Kavanagh.
- Creative writing workshops with Debbie Thomas for 6th classes through Poetry Ireland
- School Placements for seven student teachers
- Focus on Manners in March-June
- Focus on Growth Mindsets during May/June
- Graduation Ceremony for 6th class
- Fun Day(s) organised by 6th class to fund-raise for school and CRYS
- Junior Infant 6th class and staff photographs
- Food Dudes
- Speech and language Therapy Project on the development of an app to assess children's language and help identify children with Developmental Language Disorder (DLD).

CPD and Training:

- Diocesan webinar prior to school return - 15th August 2021
- Managing Behaviours of Concern - Mason Hayes and Curran 21st Sept. 2021 @ 4pm

- Thinking of Introducing or Leading Restorative Practice Approach in Your School 30th Sept. 2021 5-6pm (Wexford Ed. Centre)
- NEPS Cluster group webinar 5th October 2021
- Chairpersons and School Leadership webinar 7th October
- NEPS webinar Emotional Coaching 3;30-5pm 13th Oct. 2021
- FSSU webinar "Monthly Reporting Template Training 6th October 2021
- Diocesan webinar 20th October
- PLC and Assessment 22nd October
- Preparation in Action NCSE 3rd November
- Common Disorders in the Classroom 4th Nov. Wexford Ed. Centre
- Establishing Special Autism Classes, Principals Seminar 18th Nov
- CPSA podcast on Child Protection level 1 requirements
- Planning for Teaching and Learning webinar 30th November 3:30- 4:30pm
- "Supplementary Panel / CID Information Webinar" INTO 1st December 3:15-4:30pm
- Diocesan Zoom meeting Jan. 20th
- Limiting Your Liability - Data Protection & Note Taking – Mason Hayes and Curran -27th January 2022
- Leading School Developments – INTO Learning Feb. 1st 2022 @7pm
- "Reconnecting With Parents: meeting the challenges and reaping the benefits" - CPSMA 17th February 2022
- Essential Policies for Primary Schools- Have You Got Your Ducks In a Row? Mason Hayes and Curran March 2nd 2022 @3:30pm
- Effective Interventions for Struggling Readers – NEPS 8th March and 15th March @3:30pm
- Diocesan Zoom – 9th March
- From School Refusal to School Acceptance – Helping the Young Person find their way back into the School Environment. Wex. Ed. Centre 7-8:30pm 21st March
- Effective Leadership and Core Purpose IPPN 22nd March @ 3:30pm
- "Early Identification and Resolution of Hidden Bullying" webinar – Helping Hands 29th March 2022
- Diocesan webinar on the use of Parental leave as a means to effectively job-share- 29th March 2022
- Supporting the Deployment of SNAs 29th March 2022
- "Time and Space to Lead" – IPPN 31st March 2022 @3:30pm
- "Sharing and Supporting Leadership" March 5th @3:30pm
- "Governance and Boards of management" March 7th @ 3:30pm
- Primary Wellbeing Seminar – PDST – Wexfor Ed. Centre -9:30-3:30 28th April
- Diocesan webinar on Staffing Schedule and Appointments April 28th 2022 @7:30pm
- End of year Diocesan webinar 21st June 2022 @7:30pm

Child Protection:

- Child Safeguarding Oversight Report was given at all face to face BOM meetings and all relevant documents in relation to referrals to TUSLA were examined. The BOM were satisfied that procedures had been followed correctly.
- Ensured all staff members are familiar with our Child Safeguarding Statement, know who the DLP and DDLP are, are Garda Vetted and have done Child Protection training.
- Ensured that all sub teachers meet with Garda Vetting requirements and produced a signed Statutory Declaration and Form of Undertaking
- Ensured that all cases of alleged bullying were properly investigated and acted upon.
- Ensured safe storage of all documentation in relation to Child Protection and Tusla
- Ensured that a coding system is in place for use with Child Protection and Safeguarding reporting.

DE Communications which were required to be read, disseminated and the contents implemented during the school year 2021/22:

- [Revision of Salaries and Annual Leave arrangements for School Secretaries employed in recognised Primary and post primary schools](#)

13th June; Circular Letter 0036/2022

- [Coronavirus \(COVID-19\): Updated Working Arrangements For Staff Other Than Teachers and Special Needs Assistants employed in Education and Training Boards](#)

0039/2022; 08 June 2022; Department of Education Circular

- [Temporary changes to the Job Sharing Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools - 2022/23 School Year](#)

09/06/2022: Information Note TC0007/2022

- [Updated Working Arrangements for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary schools](#)

0038/2022; 08 June 2022; Department of Education Circular

- [Considerations and advice to support the Placement of Children and Young People in Classes and Year Groups in Primary and Post-Primary](#)

1 June 2022; Department of Education; Publication;

- [Special Needs Assistant Allocation 2022/2023](#)

0035/2022: 31 May 2022; Department of Education Circular

- [Book grants 2022](#)

27 May 2022; Department of Education; Department of Education Circular

- [Information Note TC 0006/2022 COVID-19: Working Arrangements for Higher Risk Teachers and Special Needs Assistants \(employees\) for the 2022/23 school year](#)

26 May 2022; Department of Education; Publication;

- [Consultation on the Review of the Action Plan on Bullying and the Review of the Anti-bullying Procedures for primary and post-primary schools](#)

26 May 2022; Department of Education; Publication;

- [Amendment to the Paternity Leave Scheme for Special Needs Assistants employed in Recognised Primary and Post Primary Schools](#)

19/05/2022; Information Note TC 0004/2022

- [Amendment to the Paternity Leave Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools](#)

19/05/2022: Information Note TC 0004/2022

- [Permanent extension of the Employee Assistance Service \(EAS\) to all school staff employed in recognised primary and post-primary schools](#)

0033/22; 19 May 2022; Department of Education Circular

- [A Review of the 2021 School –Based Summer Programme for Primary, Post-Primary and Special Schools](#)

16 May 2022; Department of Education; Publication;

- [Out-of-school education provision](#)

12 May 2022; Department of Education; Publication;

- [Invitation to schools to observe a minute of silent reflection at midday on Friday 13 May in memory of all those who suffered loss during the Great Famine](#)

11 May 2022; Department of Education; Publication;

- [Temporary changes to the Job Sharing Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools - 2022/23 School Year](#)

09/06/2022; Information Note TC0007/2022

- [Report on the implementation of aspects of anti-bullying measures in schools](#)

9 May 2022; Department of Education; Publication;

- [Supporting the Safe Provision of Schooling \(SSPS\)](#)

9 May 2022; Department of Education; Publication;

- [Ezine: Celebrate Europe Day 2022](#)

9 May 2022; Department of Education; Publication;

- [ASA – associated guidance documents \(school building and design\)](#)

9 May 2022; Department of Education; Publication;

- [Summer Programme 2022](#)

3 May 2022; Department of Education; Publication;

- [Summer Programme 2022: school-based programme in primary and special schools](#)

3 May 2022; Department of Education; Publication;

- [Summer Programme 2022: home-based programme](#)

3 May 2022; Department of Education; Publication;

- [Teacher-Artist Partnership 2022](#)

28 April 2022; Department of Education; Publication;

- [Recruitment of Special Needs Assistants \(SNAs\) - Supplementary Assignment Arrangements for the 2022/2023 school year](#)

0030/2022: April 26 2022; Department of Education Circular

- [Arrangements for Inspectorate Engagement with Primary and Special Schools - April to June 2022](#)

0029/2022: April 26 2022; Department of Education Circular

- [“Say Yes to Languages” – Language Sampler Module 2022/23](#)

_0027/2022; April 25 2022; Department of Education Circular

- [Guidance for Parents and Carers from Ukraine on Supporting the Wellbeing of their Children - multilingual](#)

22 April 2022; Department of Education; Publication;

- [Insights - Learning through child-initiated/child-led play](#)

➤ 14 April 2022; Department of Education; Publication;

- [Grant Scheme for ICT Infrastructure – 2021/2022 school year](#)

0027/2022; April 25 2022; Department of Education Circular

- [Digital Strategy for Schools to 2027](#)

13 April 2022; Department of Education; Publication;

- [Supports for Teaching Principals](#)

0026/2022; 12 April 2022; Department of Education Circular

- [Staffing Schedule for 2022-23](#)

0025/2022; 11 April 2022; Department of Education Circular and FAQ section

- [Reprofiling of Schools for NCSE allocated hours](#)

0020/2022; 12 April 2022; Depart of Education Circular

- [Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs \(Autism\)](#)

0004/2022; 4 April 2022; Department of Education; Circular;

- [Information in relation to Standardised Testing and Other Matters – Academic Year 2021/22 and Subsequent Years](#)

0018/2022; 1 April 2022; Department of Education; Circular;

- [Autism Good Practice Guidance for Schools – Supporting Children and Young People](#)

30 March 2022; Department of Education; Publication;

- [DEIS identification 2022: Appeals process for schools](#)

0019/2022; 30 March 2022; Department of Education; Circular;

- [Implementation of Sectoral Bargaining in the Primary Sector with effect from 01 February 2022](#)

0017/2022; 30 March 2022; Department of Education; Circular;

- [Employment of 3rd and 4th Year Undergraduate Student Teachers and application of the '5 Day Rule'](#)

0016/2022; 24 March 2022; Department of Education; Circular;

- [Implementation of Sectoral Bargaining in the Primary Sector with effect from 01 February 2022](#)

0017/2022; Department of Education; Circular

- [Employment of 3rd and 4th Year Undergraduate Student Teachers and application of](#)

[the '5 Day Rule'](#)

0017/2022; Department of Education; Circular

- [Revision of Salaries for Special Needs Assistants \(SNAs\) with effect from 1 February 2022](#)

0009/2022; 1 March 2022; Department of Education; Circular;

- [New Public Holiday from 2022](#)

0008/2022; 21 February 2022; Department of Education; Circular;

- [Revision of salaries with effect from 1 February 2022 for Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme](#)

0006/2022; 8 February 2022; Department of Education; Circular;

- [Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers, 2022/2023](#)

0003/2022; 4 February 2022; Department of Education; Circular;

- [Graduate Certificate in the Education of Pupils on the Autism Spectrum \(AS\) for teachers working with Pupils on the AS in Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post-Primary Schools, 2022/2023](#)

0002/2022; 4 February 2022; Department of Education; Circular;

- [Teacher Fee Refund Scheme 2021](#)

0001/2022; 31 January 2022; Department of Education; Circular;

- [Enhanced Minor Works Grant Funding for Primary Schools, Exceptional Minor Works Grant Funding for Post-Primary Schools with a particular focus on supporting enhanced ventilation](#)

0065/2021; 15 December 2021; Department of Education; Circular;

- [Changes to the Domestic Subsistence Rates Effective from 01 December 2021 Payable to Staff in Education and Training Boards \(ETBs\) and members of ETBs and of ETB Statutory Committees](#)

0064/2021; 14 December 2021; Department of Education; Circular;

- [Final closing date of 30 April 2022 for receipt of eligible qualification allowance applications \(as a Result of the Findings of the Adjudicator under Claim 447/19\)](#)

0063/2021; 14 December 2021; Department of Education; Circular;

- [Appeal System for Permanent Principal and Deputy Principal Appointments](#)

0062/2021; 2 December 2021; Department of Education; Circular;

- [Grant Scheme for EU NRRP Funding to schools to address the digital divide, and learners at risk of educational disadvantage](#)

0060/2021; 30 November 2021; Department of Education; Circular;

- [Payment of Tool Allowance to Craft Workers - 2021](#)

0058/2021; 29 November 2021; Department of Education; Circular;

- [Panel access for fixed-term/temporary \(this includes substitute\) and part-time teachers to the Supplementary Redeployment Panel for the 2022/23 school year](#)

0057/2021; 24 November 2021; Department of Education; Circular;

- [Revision of Teacher Salaries with effect from 1 October 2021](#)

0056/2021; 1 October 2021; Department of Education; Circular;

- [Revision of Salaries for Special Needs Assistants \(SNAs\) with effect from 1 October 2021](#)

0055/2021; 1 October 2021; Department of Education; Circular;

- [Revision of Salaries Clerical Officer and Caretakers 78 79 schemes with effect from 1 October 2021](#)

0053/2021; 1 October 2021; Department of Education; Circular;

- [The managerial authorities of recognised primary schools, special schools and the chief executives of education and training boards COVID-19 operational supports for the 2021/22 school year](#)

0050/2021; 27 September 2021; Department of Education; Circular;

- [Home Tuition Grant Scheme in respect of Maternity Related Absences](#)

0049/2021; 17 September 2021; Department of Education; Circular;

- [Home Tuition Grant Scheme for children without a school place](#)

0048/2021; 17 September 2021; Department of Education; Circular;

- [Guidelines for the use of Reduced School Days in Schools](#)

0047/2021; 16 September 2021; Department of Education; Circular;

- [Covid Learning and Support Scheme \(CLASS\)](#)

0045/2021; 8 September 2021; Department of Education; Circular;

- [Arrangements for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary schools \(COVID-19\)](#)

0042/2021; 11 August 2021; Department of Education; Circular;

- [Partial Return to Work for Special Needs Assistants employed in Recognised Primary and Post Primary Schools](#)

0040/2021; 9 August 2021; Department of Education; Circular;

- [Extended Breastfeeding Breaks for Special Needs Assistants employed In Recognised Primary and Post Primary Schools](#)

0039/2021; 6 August 2021; Department of Education; Circular;

- [Home Tuition Grant Scheme 2021/2022 – Special Education Component](#)

0038/2021; 7 July 2021; Department of Education; Circular;

- [Revision of 2011 Entrant Teacher Salaries with effect From 1 March 2021 - Application of Additional Incremental Skips](#)

0037/2021; 1 July 2021; Department of Education; Circular;

- [Parent's Leave Scheme for Special Needs Assistants employed In Recognised Primary and Post Primary Schools](#)

0035/2021; 11 June 2021; Department of Education; Circular;

- [Arrangements for Inspectorate Engagement with Primary and Special Schools 2021/2022 School Year](#)

0032/2021; 11 June 2021; Department of Education; Circular;

Other Information notes from the DE in relation specifically to Covid-19 also required careful scrutiny and implementation as follows....

- [Further supplementary measures to increase the availability of substitute teachers for recognised primary schools – 2021/2022 school year](#)
- [Bearta forlíontacha breise chun infhaighteacht múinteoirí ionaid do bhunscoileanna aitheanta a mh ...](#)
- [Information Note - Temporary Teacher Allocations \(COVID-19 Support Measures\) For Primary Schools During the 2021/22 School Year](#)
- [Information Note 0001/2021 - COVID-19: Temporary Changes to the Parental Leave Scheme and Unpaid Leave Scheme and other temporary arrangements for Teachers employed in recognised Primary Schools](#)
- [Information Note 0002/2021 - COVID-19: Temporary Changes to the Parental Leave Scheme and Unpaid Leave and other temporary arrangements for Special Needs Assistants employed in recognised Primary Schools](#)
- [Information Note 0005/2021 - COVID-19: Temporary Changes to the Parental Leave Scheme and Unpaid Leave Scheme and other temporary arrangements for Teachers employed in recognised Primary Schools](#)
- [Information Note 0006/2021 - COVID-19: Temporary Changes to the Parental Leave Scheme and Unpaid Leave and other temporary arrangements for SNAs employed in recognised Primary Schools](#)
- [Information Note 0009/2021 - COVID-19: Extension of COVID-19 Diagnosis Special Leave with Pay for Registered Teachers and Special Needs Assistants diagnosed with COVID-19 who are employed in recognised Primary and Post Primary Schools](#)
- [Information Note 0012/2021 - Temporary Changes to the Job Sharing Scheme for Special Needs Assistants employed in Recognised Primary and Post Primary Schools - 2020/21 School Year](#)
- [Information Note 0013/2021 - COVID-19: Working Arrangements for Very High Risk Teachers and Special Needs Assistants and Pregnant Teachers and Special Needs Assistants employed in recognised Primary and Post Primary Schools](#)
- [Information Note 0014/2021 - Extension of the Employee Assistance Service \(EAS\) – 2021/22 school year](#)
- [Information Note 0015/2021 - Temporary changes to the Career Break Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools - 2021/22 School Year](#)
- [Information Note 0016/2021 - Temporary changes to the Job Sharing Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools - 2021/22 School Year](#)
- [Information Note 0017/2021 - Temporary Changes to the Job Sharing Scheme for Special Needs Assistants employed in Recognised Primary and Post Primary Schools - 2021/22 School Year](#)
- [Information Note 0018/2021 - COVID-19 Temporary Substitution Arrangements and Extra Personal Vacation \(EPV\) Leave for Registered Teachers employed in recognised Primary Schools - 2021/22 School Year](#)

- [Information Note 0019/2021 - Coronavirus \(COVID-19\): Temporary Substitution arrangements for Special Needs Assistants employed in recognised Primary and Post Primary Schools - 2021/22 School Year](#)
- [Information Note 0020/2021 - Information Note for the filling of Special Need Assistant vacancies during the school year 2021/2022](#)
- [Information Note 0021/2021 - Information Note for the Recruitment and Appointment Procedures for Teacher, Deputy Principal and Principal posts in Primary Schools during the school year 2021/2022](#)
- [Information Note 0023/2021 - Amendment to the Maternity Leave Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools](#)
- [Information Note 0024/2021 - Amendment to the Maternity Leave Scheme for Special Needs Assistants employed in Recognised Primary and Post Primary Schools](#)
- [Information Note 0025/2021 - COVID-19: Working Arrangements for Very High Risk Teachers and Special Needs Assistants and Pregnant Teachers and Special Needs Assistants employed in recognised Primary and Post Primary Schools - 2021/22 School Year](#)
- [Information Note 0027/2021 - COVID-19: Updated Working and Leave Arrangements for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary Schools – 2021/22 school year](#)
- [Information Note for Primary & Post Primary Schools. Revised Inspection Arrangements from 25 November](#)
- [Nóta Faisnéise Do Bhunscoileanna agus Iar-Bhunscoileanna Socruithe Cigireachta ...](#)
- [Information Note: Arrangements for certain employees \(i.e. School Secretaries, Caretakers, Cleaners, Bus Escorts\) of recognised Primary and Post Primary schools in the Free Education Scheme and of ETBs](#)
- [Information Note: Measures to increase the availability of substitutes for primary schools for 2021/2022](#)

Information notes and letters from the HSE were frequently received and also require careful scrutiny and attention.

Admissions:

Oversaw the admissions process.

Staffing- Preparation for 2022-23:

- Following on from the issuing of the staffing schedule, consultation was held with other schools and a cluster was formed between Bennekerry N.S. and Bishop Foley School to share the 25 hours required to fill a SET position. Bennekerry NS. will remain as the base school with 15 hours, while Bishop Foley will have 10 hours.
- Sanctioned 4 job-share agreements which will be in place for the school year 2022-23.
- Three Fixed-term appointments were ratified for the school year 2022-23.
- Sanctioned two applications for maternity leave
- Ratified the appointment of Julie Fitzmaurice as the newly appointed principal, taking over from Tonia Cleary who will officially retire on 31st August 2022.
- An application for 5 EAL hours was sought and granted. A cluster group will be formed with St. Fiacc's as they have 20 hours, and together this will make up the 25 hours for a complete post.