

**Subject: Teachers' Certificates of Service
(School Returns)**

Circular Number: 1991/9

Date of Issue: 20 February 1991

Target Audience:

Education and Library Boards
Council for Catholic Maintained Schools
Principals of Recognised Schools
Institutions of Further Education

Summary of Contents:

Detailed instructions for the completion and return of Teachers' Certificates of Service.

Enquiries:

Any inquiries about the contents of this Circular should be addressed to:-

Teachers Pay & Administration Branch
Department of Education
Waterside House
75 Duke Street
LONDONDERRY
BT47 6FP

Status of Contents:

Action by Schools

Superseded Documents:

Circular 1990/8.

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TEACHERS' CERTIFICATES OF SERVICE (SCHOOL RETURNS)

1. INTRODUCTION

On 13 April 1990 the Department issued Circular 1990/8 "Teachers' Certificates of Service (School Returns)". That Circular gave detailed instructions for the completion and return of Teachers' Certificates of Service.

The purpose of this Circular is to update the advice contained in Circular 1990/8 in light of experience in the 1990/91 LMS Pilot Scheme and in preparation for the introduction of approved LMS Schemes from 1 April 1991.

2. REVISED RETURNS

The Department has revised:

a. THE CERTIFICATE OF SERVICE OF PERMANENT TEACHING STAFF (PERMANENT SCHOOL RETURN)

b. FORM TR141A - School Return for Part-Time Teaching Staff paid on an Annual Basis

c. FORM TRI41H - School Return for Part-Time Teaching Staff paid on an Hourly Basis. This form is sub-divided into 2 sections as follows:-

Section A - Used only for hourly paid part-time teachers employed as part of the staff of the school.

Section B - Used only for hourly paid part-time teachers employed as substitutes for absent teachers on the authorised staff of the school.

These are forms now printed on 4-part carbonised paper.

3. The School Return for Temporary Teaching Staff (Form TR140) is unchanged, but the advice in this Circular also applies to this Return.

4. COMPLETION OF RETURNS

Consistently accurate completion of all returns is essential if the payroll is to fulfil its functions as a management information source and a financial database for LMS. It is therefore important that schools and institutions of further education complete the returns accurately. Advice on the completion of returns is contained in Appendices I to IV.

5. SUBMISSION OF RETURNS

Schools and Institutions of Further Education have as much responsibility as the Department. for ensuring that teachers are paid on time. In addition, schools now have or will, from 1 April 1991, have budget responsibilities. It is essential therefore that returns are submitted promptly. Prepaid envelopes are available on request for this purpose.

6. THE DEPARTMENT STILL REQUIRES ADVANCE NOTIFICATION OF PERMANENT APPOINTMENTS, THEY SHOULD CONTINUE TO BE NOTIFIED ON FORM TR23 IMMEDIATELY A NEW TEACHER IS APPOINTED

Circular 1989/29 sets out the circumstances for the completion of Form TR23 for notification of Appointment of Temporary and Part-time teachers.

7. IMPLEMENTATION

The terms of this Circular should be implemented for all returns submitted after 28 February 1991. Circular 1990/8 is hereby cancelled.

8. GENERAL

Any questions regarding this Circular should be addressed to:

Teachers Branch
Department of Education for Northern Ireland
Rathgael House
Balloo Road
BANGOR
Co Down
BT19 2PR
Tel: Bangor (0247) 270077

R GREGG
Principal

APPENDIX 1

CERTIFICATE OF SERVICE OF PERMANENT TEACHING STAFF (PERMANENT SCHOOL RETURNS)

- Details of closings during the period including non-class contact days should be entered in the spaces provided.
- Details of absences owing to illness should be entered in columns (3), (4) and (9) and relevant medical certificates attached.

Details of all "other absences" should be recorded in columns (5) to (9). It should be noted that "other absences" include -

- a. any absences from the school premises of Principals or Vice-Principals engaged on school business in another location;
- b. any absences from the classroom of teachers engaged on school business either within the school or in another location.

All reasons for absence should be clearly stated in column (7).

Schools should ensure that a full description of the reasons for absence is given. This is particularly important when the teacher is participating in schemes or programmes organised or approved by the Department, any of its non-Departmental Public Bodies or recognised Public Examinations Body. In such cases care should be taken to include the following in the description of absence:-

- a. the name of the sponsoring body;
- b. the location of the activity;
- c. a description of the activity.

Examples of the types of entry required are -

SPONSORING BODY	LOCATION	ACTIVITY
Education and Library Board	Local Teachers' Centre	INSET course - Education reform
NISEAC	External	GCSE Moderation
NISEAC	In-school	GCSE Orals
DENI	In-school	Cross Community Contact Scheme - Planning day
NICC	External Group	Curriculum Working
BTEC	External	Exams Moderation

Should schools have any questions about the classification of a particular absence, the Department's Teachers Branch should be contacted for advice.

- Employing authorities should state in column (8) whether an absence should be with or without salary.
- Schools must always state in column (9) whether or not a substitute has been appointed to cover the absence recorded. Multiple absences should be cross-referenced.
- The date of any appointment should be recorded in column (10).
- The resignation of any permanent teacher must be recorded with the date of the last day of service in column (11) and the reason for the resignation in column (12).
- Any anticipated events should be noted in column (13).
- If there is insufficient space in any of the columns, additional information should be supplied separately. This is particularly important when completing column (7) in relation to absences which may fall under the terms of Circulars 1990/32 (Schools) and 1990/60 (Institutions of Further Education).

AUTHORISATION AND SUBMISSION

a. NON-CATHOLIC MAINTAINED SCHOOLS

The form should be signed by the Principal and countersigned by the employing authority. One copy should be retained by the school, one copy retained by the employing authority, one copy forwarded to the local Education and Library Board and the top copy forwarded to the Department to arrive **NOT LATER THAN THE 6TH DAY OF THE MONTH FOLLOWING THAT TO WHICH IT REFERS.**

b. CATHOLIC MAINTAINED SCHOOLS

Catholic Maintained Schools should operate existing arrangements until further notice.

c. VOLUNTARY GRAMMAR AND GRANT MAINTAINED INTEGRATED SCHOOLS

The form should be signed by the Principal, and countersigned by the employing authority. The top 2 copies should be forwarded to the Department to arrive **NOT LATER THAN THE 6TH DAY OF THE MONTH FOLLOWING THAT TO WHICH IT REFERS.** The other copies should be retained by the school.

d. CONTROLLED SCHOOLS AND INSTITUTIONS OF FURTHER EDUCATION

The form should be signed by the school Principal and the top 3 copies forwarded to the Education and Library Board. The Board should countersign the form and send the top copy to the Department to arrive **NOT LATER THAN THE 6TH DAY OF THE MONTH FOLLOWING THAT TO WHICH IT REFERS.** Two **copies** should be retained by the Board for reference.

APPENDIX II

SCHOOL RETURN FOR TEMPORARY TEACHING STAFF (FORM TR140)

- All closings, including non-class contact days should be entered in the relevant spaces.
- The full name, teacher's reference number and date of birth of the temporary teacher should be entered in columns (1) and (2). (If either the teacher's reference number or date of birth are unknown the teacher's National Insurance Number must be entered.)
- The exact dates of service and number of days worked must be entered in columns (4), (5) and (7) as appropriate.
- Care should be taken to ensure that the reference number of an absent teacher is entered in column (10) ON THE SAME LINE as the details of the substitute teacher (columns 1-3) who is covering for that absence.
- Where a number of permanent teachers have been absent for a period of not less than one working day on the same date(s) and one substitute has been employed to cover for these, then the teacher's reference number of one of the absent teachers should be entered in column (10) and the reason for that teacher's absence entered in column (8). IT IS NOT ACCEPTABLE TO QUOTE THE REASON FOR APPOINTMENT IN COLUMN (8) AS "MULTIPLE ABSENCE".
- Where a temporary teacher has been employed to cover the post of a resigned permanent teacher the reason for appointment in column (8) should be recorded as vacant post".
- Schools operating delegated budgets under the terms of approved LMS Schemes should indicate in column (9) if they regard the employment of the substitute teacher as a charge against the school's delegated budget by entering cost centre "s" or a charge against the central budget by entering cost centre "c". Appendix V contains more detailed advice.

AUTHORISATION AND SUBMISSION

a. NON-CATHOLIC MAINTAINED SCHOOLS

The form should be signed by the Principal, the top copy forwarded to the Department, the second to the local education and library board, the third to the employing authority and the fourth retained for the school's records.

b. CATHOLIC MAINTAINED SCHOOLS

Catholic Maintained Schools should operate existing arrangements until further notice.

c. VOLUNTARY GRAMMAR AND GRANT-MAINTAINED INTEGRATED SCHOOLS

The form should be signed by the principal, the top 2 copies forwarded to the Department and the remaining copies retained by the school.

d. CONTROLLED SCHOOLS AND INSTITUTIONS OF FURTHER EDUCATION

The form should be signed by the Principal, the top copy forwarded to the Department, the second and third copies forwarded to the local education and library board and the fourth copy retained for the school's records.

TO ENSURE THAT TEACHERS ARE PAID ON TIME, RETURNS SHOULD BE FORWARDED ON A WEEKLY BASIS, OR AS SOON AS 6 ENTRIES HAVE BEEN MADE, WHICHEVER IS EARLIER, AND IN ANY EVENT NOT LATER THAN THE LAST WORKING DAY OF THE MONTH FOLLOWING THAT TO WHICH THE RETURN REFERS. TEACHERS WHO ARE EMPLOYED ON A CONTINUOUS BASIS FOR THE SAME ABSENT TEACHER OR FILLING VACANT POSTS SHOULD BE RECORDED ONCE ONLY AT THE END OF THEIR SERVICE OR AT THE END OF THE MONTH WHICHEVER IS EARLIER. VOLUNTARY GRAMMAR SCHOOL RETURNS SHOULD BE FORWARDED TO THE DEPARTMENT ON THE SAME BASIS.

APPENDIX III

SCHOOL RETURNS FOR PART-TIME TEACHING STAFF PAID ON AN ANNUAL BASIS (FORM TRI41A)

- All closings, including non-class contact days should be entered in the relevant spaces.
- The full name and teacher's reference number of the pro-rata part-time teacher should be entered in the relevant space (if the teacher's reference number is unknown the teacher's National Insurance Number should be entered).
- Any additional or lost weekly hours must be entered under the appropriate week number.
- Schools should clearly indicate the reason for additional hours. Where such employment is to cover for the absence of a permanent teacher, the absent teacher's name, reference number and reason for absence should be entered.
- Schools should clearly indicate the reason for any lost hours and enter the dates of absence in the appropriate space.
- Where the absence is for a reason other than illness a recommendation should be made on whether the absence should be with or without pay.
- Schools operating delegated budgets under the terms of approved LMS schemes should indicate in the space provided if they regard the employment of the part-time teacher as a charge against the school's delegated budget by entering cost centre "s" or a charge against the central budget by entering cost centre "c". Appendix V contains more detailed advice.

AUTHORISATION AND SUBMISSION

a. NON-CATHOLIC MAINTAINED SCHOOLS

The form should be signed by the Principal and countersigned by the employing authority. One copy should be retained by the school, one copy retained by the employing authority, one copy forwarded to the local Education and Library Board and the top copy forwarded to the Department to arrive **NOT LATER THAN THE 6TH DAY OF THE MONTH FOLLOWING THAT TO WHICH IT REFERS.**

b. CATHOLIC MAINTAINED SCHOOLS

Catholic Maintained Schools should operate existing arrangements until further notice.

c. VOLUNTARY GRAMMAR AND GRANT MAINTAINED INTEGRATED SCHOOLS

The form should be signed by the Principal, and countersigned by the employing authority. The top 2 copies should be forwarded to the Department to arrive NOT LATER THAN THE 6TH DAY OF THE MONTH FOLLOWING THAT TO WHICH IT REFERS. The other copies should be retained by the school.

d. CONTROLLED SCHOOLS AND INSTITUTIONS OF FURTHER EDUCATION

The form should be signed by the school Principal and the top 3 copies forwarded to the Education and Library Board. The Board should countersign the form and send the top copy to the Department to arrive NOT LATER THAN THE 6TH DAY OF THE MONTH FOLLOWING THAT TO WHICH IT REFERS. Two copies should be retained by the Board for reference.

APPENDIX IV

SCHOOL RETURNS FOR PART-TIME TEACHING STAFF PAID ON HOURLY BASIS (FORM TR141H)

- All closings, including non-class contact days should be entered in the relevant spaces.
- The full name and teacher's reference number of the hourly paid part-time teacher should be entered in the relevant column of Section A or B (if the teacher's reference number is unknown the teacher's National Insurance Number should be entered).
- Details of authorised weekly hours **EXCLUDING DIRECTED TIME** must be entered in column 2 of Section A if appropriate.
- Details of hours worked each week **INCLUDING DIRECTED TIME** should be entered in Column 3 under the appropriate week number.
- Any additional or lost weekly hours must be entered in Column 4 of Section A if appropriate.
- In Section B schools should clearly indicate the reason for appointment. Where such employment is to cover for the absence of a permanent teacher, the absent teacher's name, reference number and reason for absence should be entered.
- Schools operating delegated budgets under the terms of approved LMS schemes should indicate in the relevant space if they regard the employment of the part-time teacher as a charge against the school's delegated budget by entering cost centre "s" or a charge against the central budget by entering cost centre "c". Appendix V contains more detailed advice.

AUTHORISATION AND SUBMISSION

a. NON-CATHOLIC MAINTAINED SCHOOLS

The form should be signed by the Principal and countersigned by the employing authority. One copy should be retained by the school, one copy retained by the employing authority, one copy forwarded to the local Education and Library Board and the top copy forwarded to the Department to arrive **NOT LATER THAN THE 6TH DAY OF THE MONTH FOLLOWING THAT TO WHICH IT REFERS.**

b. CATHOLIC MAINTAINED SCHOOLS

Catholic Maintained Schools should operate existing arrangements until further notice.

c. VOLUNTARY GRAMMAR AND GRANT MAINTAINED INTEGRATED SCHOOLS

The form should be signed by the Principal, and countersigned by the employing authority. The top 2 copies should be forwarded to the Department to arrive NOT LATER THAN THE 6TH DAY OF THE MONTH FOLLOWING THAT TO WHICH IT REFERS. The other copies should be retained by the school.

d. CONTROLLED SCHOOLS AND INSTITUTIONS OF FURTHER EDUCATION

The form should be signed by the school Principal and the top 3 copies forwarded to the Education and Library Board. The Board should countersign the form and send the top copy to the Department to arrive NOT LATER THAN THE 6TH DAY OF THE MONTH FOLLOWING THAT TO WHICH IT REFERS. Two copies should be retained by the Board for reference.

SUBSTITUTION CHARGES UNDER LMS

A. CENTRALLY CONTROLLED EXPENDITURE

Schools should enter "C" in column 9 of form TR140 or in the "reason for appointment" columns in Section A and C of form TR I 4I (H) and in the space provided on form TR141(A) if the permanent teacher for whom the substitute or part-time teacher is covering is absent for any of the following reasons:-

- Long-term sickness absences - i.e., sickness absences after the 20th consecutive working day of absence.*
- Induction of Probationer Teachers.
- Transfer Procedure Duties.
- Public Examination Duties - e.g., GCSE, 'A' levels etc. All days of absence of teachers appointed to serve as NISEAC moderators, assistant examiners or to participate in language orals.
- Inservice Training Courses (INSET) - any days involving Department or Board approved training courses.
- Specific Educational Initiatives - all days of absence of teachers involved in Department-approved schemes.
- Curriculum Development/Education Reform Work - all days of absence of teachers appointed as co-ordinators under these initiatives.
- Trade Union Business - all days of absence of teachers involved in trade union business, including the Northern Ireland Teachers Council.
- "Other" Public Duties - all days of absence of teachers appointed to area boards or CCMS or any of their committees or as Lay Magistrates in Juvenile Courts. All days of absence of teachers on duty with the Security Forces, including the Territorial Army, or on duty as scientific advisers in Civil Defence activities. An aggregate of

5 days absence for teachers involved with district councils, NISEAC or NICC.*

- Absences as an official, coach or player to participate in international sporting events.

B. SCHOOLS EXPENDITURE

Schools should enter "S" in Column 9 of form TR140 or in the "reason for appointment" columns in Section A and C of form TR141(H) and in the space provided on form TR141(A) if the permanent teacher for whom the substitute or part-time teacher is covering is absent for any of the following reasons:

- Short-term Sickness Absences - any substitute costs incurred in the first 20 consecutive working days absence.*
- Personal Business - e.g. weddings, funerals, graduations, Industrial Tribunals etc. Absences of teachers involved in private course work or related examinations.
- Educational Visits/School Trips/Field Trips - any school-organised trip (sporting or educational).
- EMU or European Studies Project.
- Maternity Leave.
- Inservice Training Courses (INSET) - any days involving courses other than those approved by the Department or Boards.
- In-school Examinations Duties - i.e., duties involving the absence of a full-time teacher from the classroom to supervise or conduct exams.
- Public Duties - the excess of 5 days aggregate absence for teachers serving on district councils, NISEAC or NICC.*
- Public Examinations - all days absence for duties with Public Examination Bodies other than NISEAC.
- Cross Community Contact Schemes - all days absence for participation in Department-approved Schemes.

*In these cases it is possible for the substitution for one period of absence to be partly a school charge and partly a central charge. In such circumstances each element should be treated separately and 2 entries made in all columns of form TR140, i.e., one entry for the school costs and one for the central costs.

C. ENQUIRIES

From 1 April 1991 Education and Library Boards will be responsible for all budget charges in schools and colleges, with the exception of Voluntary Grammar Schools and Grant-Maintained Integrated Schools. Any enquiries about substitution charges should therefore be addressed to the Board from 1 March. In the case of voluntary grammar schools, such enquiries should be referred to Voluntary Grammar Schools Finance Branch in the Department.