Department of
Education
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AN ROINN
Oideachais
MÅNNYSTRIE O
Lear

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Chuig: Príomhoidí agus Boird Ghobharnóirí na mBunscoileanna Uile agus Scoileanna Gramadaí Rialaithe agus Deonacha a bhfuil Ranna Ullmhúcháin acu; Boird Oideachais agus Leabharlann; agus Comhairle na Scoileanna Caitliceacha faoi Chothabháil

To: Principals and Boards of Governors of all Primary Schools and Controlled and Voluntary Grammar Schools with Preparatory Departments; Education and Library Boards; and Council for Catholic Maintained Schools

21 Eanáir 2010

21 January 2010

AN MODH AISTRITHE ÓN BHUNSCOLAÍOCHT GO DTÍ AN IAR-BHUNSCOLAÍOCHT 2009/2010 – CÚNAMH GAIRMIÚIL

THE PROCEDURE FOR TRANSFER FROM PRIMARY TO POST PRIMARY EDUCATION 2009/2010 – PROFESSIONAL ASSISTANCE

1. Faoin Mhodh Aistrithe ón Bhunscolaíocht go dtí an Iar-bhunscolaíocht beidh ar Phríomhoidí bunscoileanna agus ranna ullmhúcháin scoileanna gramadaí Foirmeacha Aistrithe a chomhlánú i dtaca le gach dalta atá ag aistriú agus ullmhú le haghaidh cúrsaí a phlé le tuismitheoirí.

1. Under the Procedure for Transfer from Primary to Post Primary Education it will be necessary for Principals of primary schools and preparatory departments of grammar schools to complete Transfer Forms in respect of each pupil transferring and to prepare for, and hold, discussions with parents.

Bunscoileanna Rialaithe agus Bunscoileanna faoi Chothabháil agus Scoileanna Gramadaí Rialaithe a bhfuil Ranna Ullmhúcháin acu

Controlled and Maintained Primary Schools and Controlled Grammar Schools with Preparatory Departments

2. Mar atá a fhios agat, sna blianta a chuaigh thart thug an Roinn cead do scoileanna múinteoirí sealadacha a fhostú leis an obair seo a éascú, áit ar mheas údaráis na scoileanna go raibh ní ba mhó cúnaimh de dhíth. Mír caiteachais eiscthe is ea costais na múinteoirí ionaid i dtaca leis na dualgais a bhaineann leis an Mhodh Aistrithe i scoileanna rialaithe agus scoileanna faoi chothabháil agus coinníonn na Boird Oideachais agus Leabharlann an mhír caiteachais sin go lárnach agus tá na costais teoranta d'uasmhéid Phointe M4 ar scála pá na múinteoirí. Tá an socrú sin i bhfeidhm do

2. As you know, in previous years the Department has approved the employment of temporary teaching staff to facilitate this work where school authorities considered that additional assistance was necessary. Substitute teacher costs in respect of Transfer Procedure duties in controlled and maintained schools are an excepted item of expenditure which is held centrally by the Education and Library Boards and are limited to a maximum of Point M4 of the teachers' pay scale. This applies to all grant-aided schools under the Common Funding Scheme for the Local Management of Schools.

INVESTOR IN PEOPLE

gach scoil dheontaschúnta faoin Scéim Comhchistiúcháin do Bhainistíocht Áitiúil na Scoileanna.

3. Seo a leanas na teorainneacha ceadaithe do leibhéal an chúnaimh don Mhodh Aistrithe 2009/2010:-

Líon na nDaltaí atá ag Aistriú Go Dtí an Iar-bhunscolaíocht	**Uasmhéid Bhreise Shealadach** Leithdháileadh Múinteoirí
Daltaí faoi 11	2 lá múinteora
11-20 dalta	3 lá múinteora
21-30 dalta	4 lá múinteora
do gach grúpa breise a bhfuil suas go dtí 15 dalta ann	1 lá múinteora

Bunscoileanna Imeasctha Deontaschúnta agus Scoileanna Gramadaí Deonacha a bhfuil Ranna Ullmhúcháin acu

4. Mar atá a fhios agat, faoi na socruithe cistithe do bhunscoileanna imeasctha agus scoileanna gramadaí deonacha, is mír caiteachais eisncthe iad costais na múinteoirí ionaid i dtaca leis na dualgais a bhaineann leis an Mhodh Aistrithe agus coinníonn an Roinn go lárnach iad agus tá aisíocaíocht teoranta d'uasmhéid Phointe M4 de scala pá na múinteoirí (móide aoisliúntas na bhfhostóirí agus ranníocaíochtaí Árachais Náisiúnta). Mar sin, féadfaidh údaráis na scoileanna glacadh leis go bhfuil cead acu múinteoirí sealadacha a fhostú ar an scála ag paragraf 3 thuas chun an obair sin a éascú, má shíleann siad go bhfuil cúnamh breise de dhíth.

5. I gcás na Ranna Ullmhúcháin i Scoileanna Gramadaí Deonacha, i dtaca le múinteoirí atá fostaithe chun críche an Mhodha Aistrithe, beidh 30% de chostas na dtuarastal, teoranta d'uasmhéid Phointe M4 de scala pá na múinteoirí agus ranníocaíochtaí gaolmhara na bhfostóirí, inghlactha mar mhír caiteachais eiscthe.

3. The approved limits for the level of assistance for the 2009/2010 Transfer Procedure are as follows:-

Number of Pupils Transferring To Post-Primary Education	**Maximum Additional Temporary Teaching Allocation**
Under 11 pupils	2 teacher days
11-20 pupils	3 teacher days
21-30 pupils	4 teacher days
for each additional group of up to 15 pupils	1 teacher day

Grant-Maintained Integrated Primary Schools and Voluntary Grammar Schools with Preparatory Departments

4. As you know, under the funding arrangements for grant-maintained integrated primary schools and voluntary grammar schools, substitute teacher costs in respect of Transfer Procedure duties are an excepted item of expenditure held centrally by the Department and reimbursement is limited to a maximum of Point M4 of the teachers' pay scale (plus employers' superannuation and National Insurance contributions). School authorities may, therefore, assume approval to the employment of temporary teaching staff on the scale at paragraph 3 above to facilitate this work where they consider that additional assistance is necessary.

5. In the case of Preparatory Departments in Voluntary Grammar Schools, in respect of teachers who are employed for the purpose of the Transfer Procedure, 30% of the cost of salaries, limited to a maximum of Point M4 of the teachers' pay scale and the associated employers' contributions, will be admissible for grant as an expected item of expenditure.

Gach Scoil

6. Nuair a bhíonn laethanta na múinteoirí ionaid á bpróiseáil le haghaidh íocaíochta, ba chóir d'údaráis na scoileanna a léiriú go soiléir mar chostas ionaid ar Chlár Mhúinteoirí Ionaid Thuaisceart Éireann (CMITÉ) aon mhúinteoir(í) sealadach(a) nó páirtaimseartha atá fostaithe chun críche an Mhodha Aistrithe.

Mise, le meas,

ALAN HUTTON

All Schools

6. When processing substitute teacher days for payment, school authorities should clearly indicate as a centre cost on the Northern Ireland Substitute Teacher Register (NISTR) any temporary or part time teacher (s) employed for the purpose of the Transfer Procedure.

Yours faithfully

ALAN HUTTON