



FOR YOUR PROTECTION

TUI Directives

TEACHERS' UNION OF IRELAND AONTAS MÚINTEOIRÍ ÉIREANN
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Members are reminded of the following policies and are directed to continue to implement them.

Directive on Class Size

The following is the TUI policy on Class Sizes:

1. Practical Classes - provided the classrooms are equipped for the number of students involved.		
(a) Materials Technology Wood Materials Technology Metal All Science Subjects	20 (rec)	24 (max)
(b) Art and Technical Graphics	20 (rec)	24 (max)
(c) Home Economics	16 (rec)	20 (max)
2. General Subjects Classes not covered by the above	-	30 (max)
3. Remedial Classes	-	15 (max)
4. Physical Education	24 (rec)	30 (max)
5. Information Technology	-	24 (max)

Directive on Meetings

With regard to meetings, TUI members are directed:

To withdraw from the following activities with effect from Tuesday, 31st March, 2009

- (a) **Parent/teacher meetings outside of school time;**
- (b) **Staff meetings outside of school time;**
- (c) **School development planning meetings.**

Clarifications:

The only **parent/teacher meetings** referred to in part (a) of the directive are those set out in circular M58/04 i.e. three formal parent/teacher meetings per year which commence at 4.15 p.m. and conclude at 6.45 p.m. There should therefore be no such meetings outside of school time.

The **staff meetings** referred to in part (b) of the directive are those set out in circular M58/04 i.e. one staff meeting per term held half in and half out of school time. Staff meetings may continue to take place but must conclude at the end of normal school time.

The **school development planning meetings** referred to in part (c) of the directive refer to meetings additional to timetable hours held with the specific purpose of preparing/developing The School Plan. It does not include inservice days/workshop sessions conducted by the school development planning initiative inservice team for which teachers are freed from normal teaching duties. Post-holders with responsibility for school development planning should continue to carry out their duties.

Directive re Whole School Evaluation and Subject Inspections

Members are directed to limit co-operation with Whole School Evaluations and Subject Inspections as set out below:

By statute, inspectors must be "accorded every reasonable facility and co-operation by the board and the staff of a school or centre for education".

In the context of the swingeing cutbacks in education and the consequent increased workload placed on teachers including Principals, the TUI, in conjunction with the ASTI, directs that such co-operation with the inspectorate should not involve formal pre-evaluation or post-evaluation meetings or meetings with in-school management teams, subject teachers individually or as a group, school planning, education support, pastoral care or other teams.

Documents and information requested by the inspectorate which are available to the Department of Education and Science should be obtained by the inspectorate from the Department of Education and Science and not furnished by the Principal or other teachers. Documents requested by the inspectorate other than the above should only be provided where they have been completed and finalised by the Board of Management and should be those listed on page 7 of *A Guide to Whole School Evaluation in Post-Primary Schools*. Teachers should conduct their classes as normal in the presence of the inspector as required.

Directive re Posts of Responsibility Moratorium

TUI members are directed:

- **Not to agree to alter existing post duties in any way which will increase the workload of individual posts of responsibility;**
- **Where a post of responsibility is vacated, members are not to undertake any duties thereby arising unless they are pensionably remunerated for this.**

The Executive Committee has decided that the implementation of this directive means that while changes in the duties relating to posts of responsibility may take place in the same manner as heretofore, any such review brought about must not result in an increased workload being placed on individual holders of posts.

Reviews of posts may be conducted in accordance with circulars CL 20/98 in vocational education committee schools and CL 23/98 in community/comprehensive schools. Both state the following:

The duties of a post may be varied from time to time, following a consultative process, as the needs of the school require subject to the revised post carrying, in general, the same level of responsibility as the previous one.

Any such review brought about must not result in an increased workload being placed on individual holders of posts.

In addition non post-holders must not perform duties arising because of the moratorium on filling posts unless they are pensionably remunerated for this.

See www.tui.ie for full list of directives

www.tui.ie

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