 **Planning for a New Junior Cycle – Time Allocated: Survey Template**

**Note from the General Secretary**

TUI is aware that your school is involved in the NCCA network of schools that is exploring how schools might approach planning for and implementing a new Junior Cycle. It is interested in collecting details of the time committed to planning and development work. This information will be very important in assisting TUI make a case for adequate resources to implement change. I would appreciate if, depending on the activities your school has pursued to date, you would complete the relevant sections of this survey template and return to TUI Head Office by post or email (bjudge@tui.ie or showard@tui.ie) for the attention of Bernie Judge, Education/ Research Officer. Your co-operation would be greatly appreciated.

John MacGabhann (General Secretary) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Please indicate your status by ticking as appropriate (more than one can apply):**

Principal Deputy Principal NCCA Link Person

Post -Holder Class Teacher Member of the Junior Cycle Steering Committee

**2. Please indicate by ticking as appropriate if this form has been completed:**

In an individual capacity On behalf of the group of teachers involved

If completed on behalf of a group indicate the number of teachers involved irrespective of employment status:

**3. Please specify the period this report applies to e.g. full academic year 2012/2013; 10 weeks – 7th Jan to 11th March 2013:**

 Full academic year One academic term Number of weeks

**4. To be completed by Network Link Person only:**

Indicate how many time tabled hours you were allocated to support this role:

Indicate how many hours you actually allocated to the role (estimate sufficient) **inclusive of hours identified in Section 5** below:

**5. Please indicate the time allocated to planning and development work – a reasonable estimate is sufficient**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of planning and development undertaken**  | **Time committed** **within scheduled** **timetabled hours**  | **Time committed within school hours but outside scheduled timetabled hours**  | **Time committed outside school hours** **(excluding Croke Park)** | **Time committed** **under** **Croke Park hours** | **Total hours committed over the year** |
| **Programme Development (full jun. cycle programme)**  |  |  |  |  |  |
| **Timetabling** |  |  |  |  |  |
| **Assessment Approach**  |  |  |  |  |  |
| **Short Course Development**  |  |  |  |  |  |
| **Key Skills Development** |  |  |  |  |  |
| **Timetabling** |  |  |  |  |  |
| **Professional Development**  |  |  |  |  |  |
| **Other (please specify)** |  |  |  |  |  |
| **Total hours committed**  |  |  |  |  |  |

**6. Please indicate the percentage of time identified in Section 5 above that was allocated to:**

|  |  |
| --- | --- |
| Individual activity (teachers working by themselves) |  |
| Team work (working with one other colleague or in small groups) |  |
| Whole staff meetings/planning sessions  |  |

**7. Please indicate how the NCCA funding has been used – tick more than one area as appropriate:**

Staff payment/substitution costs for participation on the steering committee

Staff payment/substitution costs for participation in planning or development work

Vouchers to staff in lieu of direct payment for participation in meetings etc.

Travel and subsistence for attendance at external meetings/seminars

Lunch costs for in-school meetings

Other (please specify)

Don’t Know

**8. Please feel free to make other observations:**

**9. If you wish you can provide your name and contact details:**