



Circular Letter 0071/2024

**To: The Managerial Authorities of Recognised Secondary,
Community and Comprehensive Schools
and
the Chief Executives of Education and Training Boards**

**Revision to Supervision and Substitution (S&S) Scheme following
changes to work practices since the Public Service Stability
Agreement 2013 - 2016 (Haddington Road Agreement) – class
duration of 40 minutes and/or 1 hour classes.**

Introduction

1. The purpose of this Circular is to notify managerial authorities, Education and Training Boards, principals and teachers of the amendments to the Supervision and Substitution Scheme to take effect from the beginning of the 2024/2025 school year and for subsequent school years.
2. This arises following discussions at the Teachers' Conciliation Council and takes account of class durations of 40 minutes and/or 1-hour classes since the Public Service Stability Agreement 2013 - 2016 (Haddington Road Agreement).
3. This Circular should be read in association with
 - [Circular 49/2013 Public Service Stability Agreement 2013 – 2016 \(Haddington Road Agreement\) and the Financial Emergency Measures in the Public Interest Act 2013 - Teachers](#)and
 - [Circular 0006/2014 Public Service Stability Agreement 2013 – 2016 \(Haddington Road Agreement\) Supervision and Substitution Scheme](#).

For the avoidance of doubt, this circular does not change or amend the terms and conditions of the Supervision and Substitution arrangements set out in [Circular 0049/2013](#) and [Circular 0006/2014](#).

Compulsory Participation in the Supervision and Substitution Scheme for Teachers

4. Participation in the Supervision and Substitution scheme is compulsory for all teachers, save for those who have availed of the opt-out arrangement described below.

5. As outlined previously in circular 0006/2014, with effect from the beginning of the 2013/14 school year, each teacher who is paid for full hours will be required to provide up to 43 hours supervision and substitution per annum. This will include providing substitute cover for the absences referenced in paragraph 16 of that circular. All teachers who are paid for fewer than full hours (other than those employed on a casual basis) will have the liability to deliver supervision and substitution on a pro-rata basis.
6. However, where any of the measures set out below were applied to a teacher under the terms of Circular 0049/2013, these measures should not be applied to the teacher for a second time by virtue of this Circular as outlined in previous circulars.
7. This circular does not change or amend the terms and conditions of teachers who availed of the additional opt-out and opt-in Supervision and Substitution arrangements set out in [Circular 0047/2017](#). The exception to this is as set out in [Circular 0032/2023 Supervision and Substitution – opt in for Principals and Deputy Principals with effect from 1st September 2022](#).
8. The Implementation of the Framework for Junior Cycle, as confirmed in the relevant circulars on this subject, acknowledges that classes should be of no less than 40 minutes duration. The current circular on the Arrangements for the implementation of the Junior Cycle is Circular is [Circular 0028/2023 - Arrangements for the implementation of the Framework for Junior Cycle with particular reference to the school year 2023/2024](#)¹.
9. This has led to two predominant models of timetabling in post-primary schools of 40-minute classes and/or 1-hour classes.
10. Supervision and Substitution Circular 0006/2014 pre-dates the implementation of one-hour timetables and the new timetabling arrangements as envisaged under the Junior Cycle implementation model.
11. With effect from the commencement of the school year 2013/14, the time assigned to supervision and substitution increased from one and a half hours in any given week to 3 hours. In this context, the additional time may only be used for substitution. As agreed, via WRC facilitation in May 2019, a teacher cannot be required to engage in supervision for more than 50 minutes each week as the minimum mandated class period is

¹ Previous Circulars on the Arrangements for the Implementation of the Framework for Junior Cycle with particular reference to the school year include: [0079/2018](#) school year 2018/19, [0055/2019](#) school year 2019/20, [0076/2020](#) school year 2020/21, and [0059/2021](#) school year 2021/2022.

40-minutes. As Supervision is a necessary commitment for the full year, any residual hours available after the timetabling of supervision will be available for substitution adhering to the weekly maximum as set out above.

12. In a school operating a 40-minute timetable, the requirement will be for a teacher to be available for a maximum of five 40-minute class periods per week. The requirement in schools operating 1-hour timetables will be a maximum availability of three 1-hour class periods per week. It is important to note that the availability of substitution was increased under the Haddington Road Agreement.
13. Part-time teachers will be required to be available for the following class periods per week depending on whether their school operates a 1 hour or 40 minutes timetable as S&S delivery is compulsory but is prorated based on contracted hours:
 - a) Teachers working up to and including 12 hours class contact per week = Three 40-minute class periods or one 1-hour class period.
 - b) Teachers working more than 12 and up to and including 17 hours class contact per week = Four 40-minute class periods or two 1-hour class periods.
 - c) Teachers working more than 17 hours class contact per week= Five 40-minute class periods or three 1-hour class periods.

Circulation and Queries

14. Please ensure that copies of this Circular are provided to all members of the Board of Management/ Education and Training Board and its contents are brought to the attention of all teachers in your employment including those on leave of absence.
15. This Circular can be accessed on the Department's website under <https://www.gov.ie/en/circulars/>
16. Enquiries regarding this Circular should be e-mailed to ESR@education.gov.ie

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