

ACCS Continuous Professional Programme 2023/2024

ACCS Briefing for Boards of Management &
School Leaders – January 2024

your school, your community



Association of Community and Comprehensive Schools
Cumann na Scoileanna Pobail agus Cuimsitheacha

NCCA consultations – Have your say!!

There are early enactment reviews going on for Phase 4 subjects (History, Geography, Home Economics, Music, Maths) the link is currently open and the information pertaining to the consultation is available here:

<https://ncca.ie/en/updates-and-events/consultations/early-enactment-review-of-junior-cycle-subject-specifications/>.

Encourage science teachers to engage with the NCCA consultation on the LC physics, chemistry and biology draft specifications? Closing date is 24/2/24.

<https://ncca.ie/en/updates-and-events/latest-news/2023/december/consultation-open-leaving-certificate-sciences/>

Open Consultations

Early Enactment Review of Junior Cycle Subject Speci...

Geography, History, Home
Economics, Mathematics and
Music

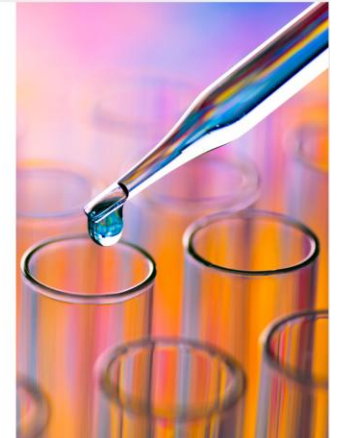
[Find out More](#)



Leaving Certificate Sciences - Consultation on draft...

Biology, Chemistry, Physics

[Find out More](#)



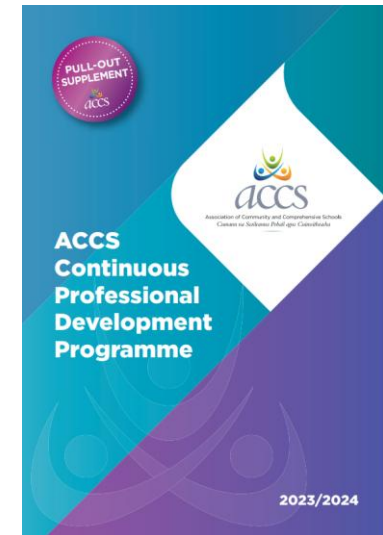
ACCS: CPD Schedule promoting a consistency of approach in governance matters across its member schools...

Governance in Schools: Individual BOM Training available – *contact Elaine in ACCS Head Office*

Training for Finance Sub-Committees – Wednesday 31st January from 7.00pm to 8.00pm (FSSU)

FSSU - Newly Appointed Principals Training Webinar - Tuesday 20th February at 4pm (approx. 1 hour). (Developing & implementing internal financial controls)

ACCS Education SEN Conference – 28th February 2024 - Mullingar Park Hotel.



Take One Programme

Rialtas na hÉireann
Government of Ireland

Take 1 Programme

Education for Sustainable Development in Post-Primary Schools

Education for Sustainable Development

Take 1 Programme

"Every Student - Every Subject - Every Class"

The Take 1 Programme aims to support schools to communicate, raise awareness of, and embed Education for Sustainable Development in learning and teaching across the curriculum

The Take 1 Programme focuses on embedding Education for Sustainable Development (ESD) in learning and teaching, through the Junior Cycle Curriculum Programme

**Some training spaces still available
Feb (7th/22nd) & March (5th/6th)
See booking form for details!!**

Training includes

- Background and introduction to Education for Sustainable Development and the Sustainable Development Goals
- Mapping ESD to subject learning outcomes
- Aligning ESD engagement with Looking at Our School 2022 and School Self Evaluation
- School Sector Climate Action Mandate
- Learning in action - opportunities to share and showcase learning

**A member of the senior management team (Principal and/or Deputy Principal) must be in attendance to avail of training*

Contact Valerie - take1programme@outlook.com

Take 1 Programme training is funded by the Department of Education and hosted by Tipperary Education and Training Board

Tipperary ETB

Equalit
Inclusion
Citizenship
Diversity
Culture
Human Rights

CSL

X @Take1_Programme #take1programme www.take1programme.com

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SNA Workforce: Focus Groups for Principals & Deputy Principals



An Roinn Oideachais
Department of Education

Focus group | principals and deputy principals

Your voice is important to help develop the first
SNA Workforce Development Plan.

"We want
to hear
from you"

Please register to attend one of these
focus groups*:

Education Centre	Dates	Times
Dublin West	Wednesday, 17 January 2024	10am or 1.30pm
Carrick on Shannon	Thursday, 18 January 2024	10am or 1.30pm
Navan	Monday, 22 January 2024	10am or 1.30pm
Waterford	Friday, 26 January 2024	10am or 1.30pm
Limerick	Monday, 29 January 2024	10am or 1.30pm
Athlone	Friday, 2 February 2024	10am or 1.30pm

*Please note only one representative per school permitted.

To register, see

[Gov.ie/SNAWDU](https://www.gov.ie/SNAWDU)

Or scan here



Places are limited and
will be allocated on a first
come first served basis.

About the SNA Workforce Development Plan

The department recently announced the development of the SNA Workforce Development Plan, which will provide a strategic approach to policy development and will bring clarity and direction to the SNA service.

Purpose of the focus group

Principals and deputy principals are invited to attend a series of in-person focus groups that will be held at six Education Centres nationwide. There will be two focus groups per location, one in the morning and one in the afternoon.

The information from these groups will help inform policy in the SNA Workforce Development Plan.

On the Desk:

- Anti Bullying Procedures – Bí Cinealta
 - Developing a Code of Behaviour Guidelines (Tusla)
 - Child Protection and Safeguarding Procedures for Schools
 - Recruitment Circular
-
- Planning SEN Conference – DE and NCSE
 - Planning Convention
 - Patron Guidelines – Comprehensive Schools

Information Note TC 0001/2024 – Whole School Guidance

The purpose of this information note is to:

- provide *up-to-date information* about WSG in the context of the Education Act 1998;
- describe WSG with a focus on a school's *WSG programme* and *WSG plan*;
- outline the specialised and pivotal *role of the guidance counsellor* within WSG;
- outline the *role of the WSG team*;
- outline how the WSG team connects with other teams in the school;
- contextualise WSG in the context of the national strategic framework on lifelong guidance and accompanying strategic action plan (2024-2030);
- provide examples of some activities that may be included in a WSG plan to ensure all students have access to appropriate guidance and;
- provide examples of some section headings that may comprise a WSG plan.

Teacher Supply

ACCS Meeting (ACCS Head Office) January 2024

- DE Officials
- Turas Abhaile
- Selection of C & C Schools invited to attend.



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agus Cuimsitheacha*

Key dates: Job-Sharing, Career Break & Secondment

Teachers:

- Applications for job-sharing & career breaks (including an extension) by **1st February** for the 2024/25 school year
- BOM required to issue a written notice of approval or refusal by **1st March**
- Applications for secondment (initial or extension) must be returned to the Department by **1st May for Department approval**

Special Needs Assistants:

- Applications for job-sharing & career breaks (including an extension) by **1st March** for the 2024/25 school year
- BOM required to issue a written notice of approval or refusal by **31st March or in the case of a career break 1st April**

Teachers/SNAs not permitted to withdraw their application after 14th April or from when the replacement teacher's contact has been signed whichever happens first.

Note:

Guidance on drafting a Job-Sharing, Career Break and Secondment Policy available in HR section on ACCS website.

A detailed Info Bulletin will issue in early January.

Rental Agreements – Governance Manual – Appendix 10

Appendix 10

Community and Comprehensive School

CONDITIONS SPECIFIED BY THE BOARD OF MANAGEMENT GOVERNING THE USE OF COMMUNITY SCHOOL FACILITIES BY COMMUNITY ORGANISATIONS AND OTHER OUTSIDE BODIES

1. No loss must accrue to the Board of Management and/or the Department of Education & Skills from the Organisation/Body's use of School's facilities.
2. An agreed deposit to be lodged as a token of the responsibility of the organisation names below.
3. A fee is payable for the use of school facilities. These charges are determined from time to time by the Board of Management.
4. Groups using school facilities are required to abide by signs on display and to adhere to school rules regarding no smoking and other health and safety requirements.
5. Requests made by the Board representative on duty during meeting/activity times are to be complied with promptly and in full.
6. School property is to be vacated at the appointed times.
7. The Principal and Board of Management will decide the limitation of numbers at any such meetings.
8. Notice of meeting/event to be given in writing at least one week in advance.
9. Meeting/activities can be held only at times sanctioned by the Principal.
10. Comprehensive insurance cover must be effected by the organisation and must indemnify the Board of Management, the Principal and the Minister for Education & Skills from any liability arising from the Organisation/body's presence on school property.
11. As a condition of hire, the school is authorised to make any enquiries it deems necessary with the Organisation/body's insurance company.
12. The Organisation/body is responsible for ensuring that all members using school facilities are aware of these conditions.

Approved by the Board of Management (date) _____.

Community and Comprehensive School

APPLICATION FOR USE OF SCHOOL ROOM/FACILITIES.

1. **ORGANISATION DETAILS**

Name of Association/Group: _____

Address: _____

Tel no: _____

Contact name and address: _____

Tel no: _____

2. **FACILITIES REQUIRED**

Facilities/room required: _____

Purpose: _____

Date/s required: _____ Time/s: _____

Name and address of person who will be in charge: _____

3. **INSURANCE DETAILS**

Name and address of insurance company: _____

Policy number: _____

Expiry date of policy: _____

4. **DECLARATION/AUTHORISATION TO BE SIGNED ON BEHALF OF ORGANISATION/BODY**

I/We agree to the conditions governing the use of _____ School Property as specified on the form attached. I authorise the School to make such enquiries, as it deems necessary in connection with this application.

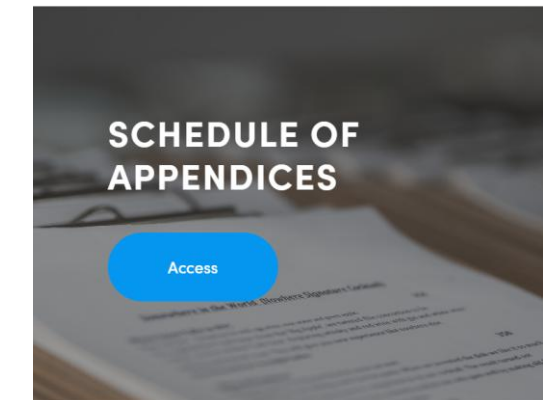
Signed: _____ Date: _____

5. **APPROVAL OF APPLICATION**

Use of school facilities sanctioned (dates and times): _____

The original insurance certificate has been inspected and a copy has been retained for School records.

A copy of the approved application has been given to the Applicant



CCTV Best Practice – Requirements

- CCTV Policy
- CCTV Signage

Above available from Hilary and will be available on the website.

Guidance note coming up shortly.

Reminders

Garda Vetting: Responsibility re copy of disclosure to the vetting applicants once its completed.

CP Training: Newly appointed principals and deputy principals