

DIRECTIVES ISSUED TO MEMBERS IN 2009

The ASTI has issued a number of directives to members in order to ensure that the burdens placed on members by the education cutbacks are lessened.

The following Directives are currently in place.

For more information on these Directives see the ASTI website www.asti.ie.

DIRECTIVE RE

(A) PARENT/TEACHER MEETINGS OUTSIDE OF SCHOOL TIME

PARENT/TEACHER MEETINGS

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 4.15p.m. and conclude at 6.45p.m. There should, therefore, be no such meetings outside of school time.

(B) STAFF MEETINGS OUTSIDE OF SCHOOL TIME

STAFF MEETINGS

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.

(C) SCHOOL DEVELOPMENT PLANNING MEETINGS

SCHOOL DEVELOPMENT PLANNING MEETINGS

The school development planning meetings referred to in part (c) of the directive refer to meetings additional to timetabled 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

POSTS OF RESPONSIBILITY

ASTI 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.

Standing Committee decided that the implementation of this directive means that, while changes in posts and in post duties could take place in the same manner as hitherto in reviews of posts conducted in accordance with circulars PPT 29/02 in voluntary secondary schools, PPT43/00 in vocational education committee schools and PPT 15/97 in community/comprehensive schools, **increased workloads could not be placed on individual holders of posts and non post-holders could not perform duties arising because of the moratorium on filling posts unless they are pensionably remunerated for this.**

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 ASTI, in conjunction with the TUI, 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 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* (see list below).

Teachers should conduct their classes as normal.

Extract from "A Guide to Whole-School Evaluation in Post-Primary Schools"

- The full school timetable and the timetables for all teachers whose subjects will be evaluated
- The school prospectus, leaflets, and newsletters
- Copies of the minutes of the last three meetings of the board of management
- Copies of the school's report to parents on the operation of the school
- The school plan, including the school's admissions policy, code of behaviour, and mission statement
- Curriculum-related documents, including details of optional subjects for junior and senior cycle
- A list of extracurricular activities, including clubs and sporting activities in the school
- The school's homework policy and a copy of the student journal
- The school's procedures for the reporting and management of child protection concerns
- The school's health and safety statement
- The school's guidance plan
- The school's ICT policy
- The school's handbook for students and for staff
- The school's calendar, including scheduled meetings and events
- Induction programme for new staff members, if available
- Records of meetings of the school development planning, guidance, student support and pastoral care teams
- Copies of the minutes of the last three staff meetings
- The school's policy and practice in relation to student assessment, both on admission to the school and throughout the junior and senior cycle, and any relevant records of students' achievement
- Information about the school's student attendance strategy and summary information in relation to attendance

DIRECTIVE RE

CLASS SIZE /MAXIMUM TEACHING HOURS

All ASTI members must adhere to the following:

CLASS SIZES IN OPERATION:

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| <i>Home Economics</i> | 20 Pupils |
| <i>Art</i> | 24 Pupils |
| <i>Agricultural Science</i> | 24 pupils |
| <i>Construction Studies</i> | 24 Pupils |
| <i>Engineering</i> | 24 Pupils |
| <i>Leaving Certificate Applied</i> | 24 Pupils |
| <i>Leaving Certificate Vocational Programme</i> | 24 Pupils |
| <i>Materials Technology (Wood)</i> | 24 Pupils |

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|---|-----------|
| <i>Metalwork (materials and technology)</i> | 24 Pupils |
| <i>Music</i> | 24 Pupils |
| <i>Science</i> | 24 Pupils |
| <i>Technical Drawing</i> | 24 Pupils |
| <i>Technical Graphics</i> | 24 Pupils |
| <i>Technology</i> | 24 Pupils |
| <i>Transition Year Programme</i> | 24 Pupils |
| <i>Other Classes</i> | 30 Pupils |

MAXIMUM TEACHING HOURS:

22 hours per week