



## Droichead - Release Time Information

Release time, with substitute cover, is **automatically** provided for school-based induction in schools providing the Droichead process. These schools are **not** required to apply for this release time.

### Primary Schools

Number of NQTs undertaking Droichead	In-school release time available to schools per academic year (Days)
0	0
1	4
2-4	5
5-6	6
7+	7

### Post-primary Schools

Number of NQTs undertaking Droichead	In-school release time available to schools per academic year (Hours)
1-2	22
3-4	28
5-6	34
7	40
8+	44

Primary and post-primary schools may use up to 10 Croke Park hours, with prior approval from management, for the purpose of induction. Please note Circular 0043/2014 page 3, paragraph 5 (post-primary) and Circular 0042/2016 page 3, paragraph 6 (primary).

Post-primary schools also have the option of claiming the hours through an **allocation model, substitute hours or a combination of both**. It is a matter for each school to determine which model it will use and how it will distribute the hours to Professional Support Teams (PST(s)) and Newly Qualified Teachers (NQT(s)).

To avail of the allocation model, post-primary principals should complete an online application form. The form requests the school's name, roll number, NQT details (including Teaching Council Registration Numbers), and confirmation from the principal that the school is engaging in Droichead.

The application form can be accessed by emailing [droicheadinduction@oide.ie](mailto:droicheadinduction@oide.ie). Once submitted, the Department of Education and Youth reviews and approves the application before allocating hours to the school under the allocation model. Applications can be made at any time during the school year once one or more NQTs are undertaking Droichead.

Alternatively, schools may claim the hours as substitution on the Online Claims System (OLCS) or the Education and Training Board (ETB) system.

**Notes:** Where a school **subsequently employs additional NQTs over those already claimed for via the allocation model**, it may claim the balance of hours by submitting **a new application** under the allocation system for the additional hours **or** claim the additional hours under the substitution scheme on the OLCS or ETB system.

### **Claiming for substitution cover to cover release time**

Sectors above must claim substitution cover through the OLCS by going to the tab Continuing Professional Development or Professional Activities. In this tab, select PST or school-based induction from the drop-down menu. See Figure 1 below. If schools have difficulty around access to or drawdown of release time, they are advised to contact [onlineclaims@education.gov.ie](mailto:onlineclaims@education.gov.ie) or contact the OLCS system support on 090 6484171 or 090 6483779 or 090 6484185.

**ETB schools** should arrange for substitute cover and payment for substitutes in the normal way through their ETB Head Office.

It is important that schools keep a record of all days or hours claimed. Schools may be liable for the cost of substitute cover should the release time allocation be exceeded.

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## Discretionary release time

Additional discretionary time may also be allocated to a school in certain circumstances. To seek discretionary time, schools should contact the Oide Droichead Induction Division at [droicheadinduction@oide.ie](mailto:droicheadinduction@oide.ie).

The screenshot shows the 'Add Leave Record' form in the OLCS system. The form is titled 'Add Leave Record' and includes a sidebar with 'Your Options' such as 'Online Claims System', 'Staff', 'Leave', 'Claims', 'Appointments', 'School Closures', 'Time Allocations', and 'Online Reports'. The main form area is divided into two sections: 'Add Leave Record' and 'Add Leave Record' (repeated). The first section is for 'Leave Details' and includes fields for 'Start Date', 'End Date', 'Staff Member \*', 'Leave Category \*', and 'Leave Sub-category \*'. The second section is for 'Add Leave Record' and includes a 'School Roll No' and 'Complete the form below to add a leave record.' The form also includes a 'Release time date' field and a 'Leave category' dropdown menu. Annotations highlight the 'Release time date' field, the 'Staff Member' dropdown, the 'Leave category' dropdown, and the 'Leave Sub-categories' dropdown.

**Release time date**

**The staff member in whose name the release day will be claimed.**

**Leave category: Continuing Professional Development/ Professional Activities**

**Leave Sub-categories:**

- Teacher Induction – Associates/Facilitators
- Teacher Induction – Oide CPD (e.g. PST Training)
- Teacher Induction – PST/School Based Induction

Figure 1: OLCS (Department of Education)



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