



Droichead - Release Time Information - Primary

Release time, with substitute cover, is **automatically** provided for school-based induction in schools engaging in Droichead. 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

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

Claiming for Substitution Cover to Cover Release Time

Primary schools must claim substitution cover through the OLCS by going to the Leave Category tab 'Continuing Professional Development/Professional Activities'. In the Leave Sub-category tab, select 'PST/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 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 claimed. Schools may be liable for the cost of substitute cover should the release time allocation be exceeded.

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.

The screenshot displays the OLCS interface for the Department of Education. On the left is a navigation menu with sections like 'Your Options', 'Online Claims System', 'Leave', 'School Closures', 'Time Allocations', 'Online Reports', 'Offline Reports', 'Worklists', 'Supervision and Substitution', and 'Lansdowne Road Agreement Circular 0045/2016'. The main area shows a 'Leave Search' form with the following fields: Staff Member, Leave Start Date, Leave End Date, Leave Category, Leave Sub-category, Leave ID, and Medical Certificate Number. A dropdown menu for 'Leave Category' is open, showing options like 'Continuing Professional Development/Professional Activities', 'Professional Development 1 - Oide Post Primary and CDE CDE', 'Professional Development 2 - Oide Technology & Education CDE', 'Professional Development 3 - Oide School Leadership CDE', 'Professional Development 4 - Oide - Creativity', 'Oide - College', 'Oide - RCEI', 'School Leadership Fund (SLF)', 'Teacher Induction - Associates/Facilitators', 'Teacher Induction - Oide CDE', and 'Teacher Induction - Oide CDE'. Annotations with arrows point to the 'Staff Member' field (labeled 'The staff member in whose name the release day will be claimed'), the 'Leave Start Date' field (labeled 'Release time date'), the 'Leave Category' dropdown (labeled 'Leave Category: Continuing Professional Development/Professional Activities'), and the 'Leave Sub-categories' dropdown (labeled '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 and Youth)