



Post-primary Droichead Release Time

To support Newly Qualified Teachers, schools may claim Release Time for school-based induction activities. Post-primary schools have flexibility in how Release Time is claimed.

The table below outlines the Release Time allocation available to Post-primary schools participating in the Droichead process.

Number of NQTs undertaking Droichead	Hours available per academic year
1-2	22
3-4	28
5-6	34
7	40
8+	44

Release Time may be accessed through **substitute hours**, the **allocation model** 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 (PSTs) and Newly Qualified Teachers (NQTs).



Details of the arrangements for accessing Release Time under each of the available options are set out below:

1. Substitution Cover

Release time, with substitute cover, is **automatically** provided for school-based induction in schools participating in Droichead. Schools are **not** required to apply for this provision with Release Time claimed through the appropriate procedures outlined in this document.

(School Leaders, see Appendix 1 for OLCS and ETB details)

2. Allocation Model

The Allocation Model distributes Release Time by allocating a set amount of time per NQT. A communication with details of the Allocation Model is issued to all schools in September. The allocation model can be applied at any time during the school year once one or more NQTs are undertaking Droichead. If you have any queries in relation to the allocation model email droicheadinduction@oide.ie.

3. Croke Park Hours

Post-primary schools may utilise up to 10 Croke Park hours, subject to prior approval from school management, to support induction activities. This provision is in accordance with Circular 0043/2014 (page 3, paragraph 5).



Appendix 1

Substitute Hours - Substitution Claim Route

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

Using the Online Claims System (OLCS)

Steps to follow:

- Log in to the OLCS portal (See Figure 1 below)
- Go to the *Continuing Professional Development / Professional Activities* tab
- Enter the following:
 - The name of the NQT or PST member in whose name the release time will be claimed
 - The date the hours are being claimed for
 - The leave category: *Continuing Professional Development or Professional Activities*
 - Choose PST or School-Based Induction as the activity
 - Select *Continuing Professional Development Activities*
- Submit the substitution claim
- 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.

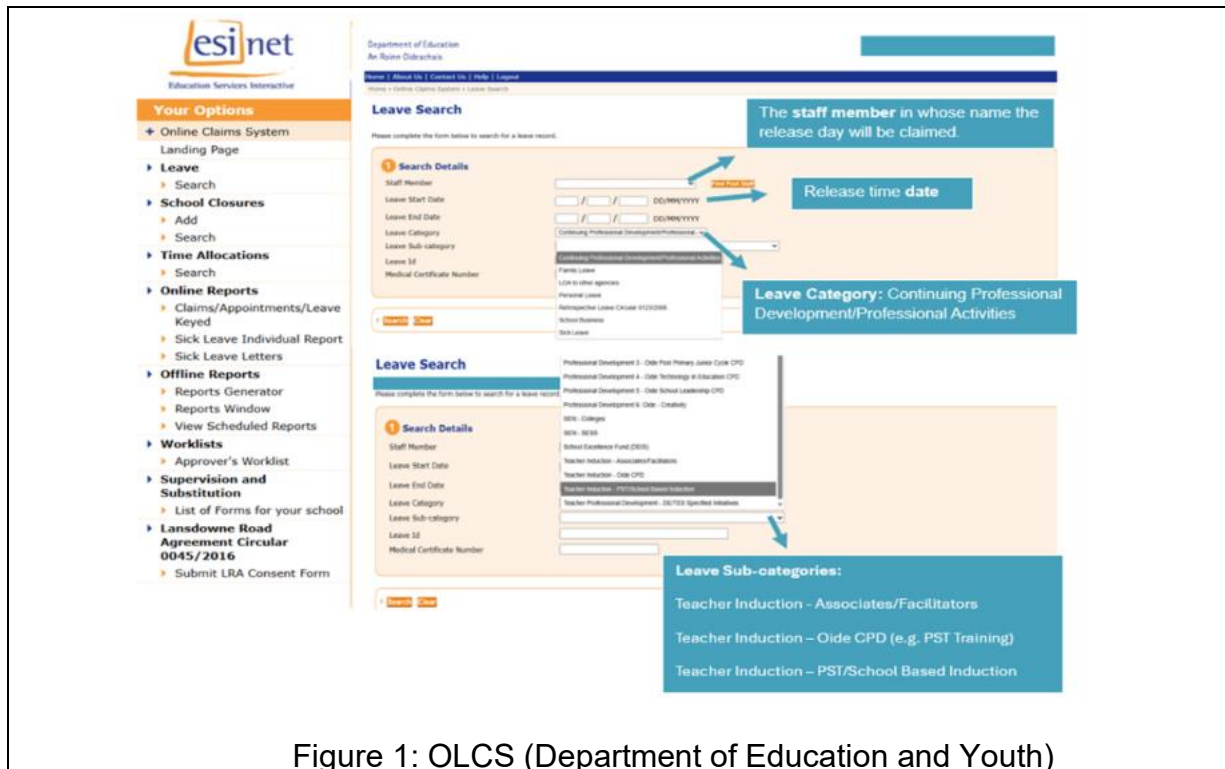


Figure 1: OLCS (Department of Education and Youth)

Using the ETB Claims System

Steps to follow:

- Contact your ETB Head Office (Payroll) for the Droichead substitution code
- Record substitutions using this code in your school system (e.g. VSware, Tyro, Compass)
- On the DCS system, these are recorded as: *Continuing Professional Development / Professional Activities* (See Figure 2 below)
- Claims are processed through standard ETB payroll.





Apply to Selected Row(s)

Adjustment Type: Cover

Cover

Teacher: [Redacted]

Contract: 26767

Project: EEM1000

Category: 152402

Category	Location	Description	Proj
152402	T03	Inst. Other Allowable Substitution	

Details

Class:

Subject:

Room: Select Room

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Apply Clear Close

Teacher Name

Contract Type

Project Type: EEM1000

Category Other Allowable Substitution

Figure 2: DCS System (Department of Education and Youth)