



To: The Managerial Authorities of recognised Primary, Voluntary Secondary, Community and Comprehensive schools in the Free Education Scheme

Re: Arrangements for the payment of Ancillary Services Grants (including SSSF, Basic Secretary and SSSF Secretary Grants) **to schools that are due to have the grants revised.**

Ancillary grant funding (**including SSSF and Secretary Grants**) has now been paid to those schools i.e. Primary, Voluntary Secondary and Community and Comprehensive schools that are not due to have their grants reduced as they do not have a grant funded secretary that transferred to the Department's payroll from September 2023.

The purpose of this notice is to advise schools of the arrangements for the payment of outstanding grants to those schools that employ secretaries that transferred to the Department's payroll in September 2023. These schools will have the ancillary grant due reduced to reflect the fact that schools are no longer paying these staff directly.

While schools have already received approximately 70% of the grant due to be paid in 2023, the Department is conscious of the need to issue the remaining grant funding this year.

Grant reduction arrangements for the remainder of 2023.

Schools provided the Department with details of the salaries they paid to grant funded secretaries that transferred to the Department's payroll from September. This information is now being used to reduce the balance of the 2023 ancillary related grant funding that will be paid this month. Below is a summary of the arrangement.

Calculation of balancing grants	Primary Schools	Voluntary Secondary Schools	Community & Comprehensive Schools
Grant remaining to be paid	Balance of Ancillary grant 8/12ths paid in April 2023 i.e. 4/12ths of the annual grant is now being paid	September instalment of the SSSF, Basic Secretary and SSSF Secretary Grants	November instalment of the SSSF Grant
Less	(Annual grant funded salary + Employers PRSI provided by schools to the Department for those Secretaries that transferred to a Department Payroll in September 2023) ¹ ÷ 12 months x 4 months		

Note 1: Details of these salaries were included in a recent communication issued by the Department's Payroll Division regarding the salary arrears payable to schools for the 2022/23 school year. Any queries in relation to these salaries should be addressed to the Department as advised in that communication.



Please note, in a small number of cases where grant funded salary details are not available, the reduction is based on the hours worked in the 2023/24 school year and the minimum rate of €13 per hour agreed as part of the arbitration process in relation to the pay of grant-funded School Secretaries and Caretakers. Please refer to circulars [0076/2018](#) (Primary schools) and [0077/2018](#) (Post-Primary schools) for further information in relation to this rate which applied from 1st January 2019.

It will not be possible to release this ancillary grant funding to the small number of schools that have not yet returned the survey, or to those where additional information requested by Payroll Division has not been provided, in order to avoid overpayments. Those schools are asked to submit this information as a matter of urgency to secretaryreturns@education.gov.ie.

Arrangements will be made for the release of this funding to those schools on receipt of the relevant information.

Reductions to future grant payments

No reduction will be made to capitation grant funding.

Work is ongoing to identify a method of standardising the reduction to the ancillary grants for the longer term where school secretaries are being paid on the Department payroll. As previously advised, engagement will take place with school Management Bodies in order to discuss these arrangements to ensure that they are as reasonable and as fair as possible for all schools and further details of these arrangements will be provided to schools as soon as they become available.

Queries

Queries regarding the interim arrangements for payment of the balance of the ancillary services grants should be addressed to sdfinfo@education.gov.ie

Please use subject title: "Interim reduced Ancillary Grant" in the email.

Yours faithfully,

Gavan O'Leary

Assistant Secretary

20 December 2023.