

Párolla Cúntóir Riachtanís Speisialta,
An Roinn Oideachais agus Eolaíochta,
Cor na Madadh,
Baile Átha Luain,
Co. na hIarmhí.



Special Needs Assistants Payroll,
Department of Education and Science,
Cornamaddy,
Athlone,
Co. Westmeath

Circular SNA 05/03

**To: Boards of Management/Principal Teachers and Special Need Assistants
in Primary Schools**

Payment arrangements for Part Time Special Need Assistants for July and August 2003

1. I am directed by the Minister for Education and Science to inform Boards of Management of new payment arrangements for part time special need assistants.
2. Part- time special need assistants who took up employment before the 1st November 2002 will be paid as normal during July and August 2003.
3. Part-time special need assistants who commenced employment on or after the 1st November 2002 will be removed from the payroll with effect from 30th June 2003. A special needs assistant will be returned to the payroll on the 1st September 2003 if the Board of Management advises the Departments special need assistants payroll division in **writing** that they have approval for the part-time post in the 2003/2004 school year.
4. Boards of Management are reminded to inform the special need assistants payroll division if any special need assistant either full-time or part-time is not returning to his/her employment in September 2003. The form "Notification of Special Need Assistant Leaving" has already issued to schools and further copies of this form can be down loaded from the Departments website [.education.ie](http://www.education.ie) follow the links to education personnel/special need assistants. This form should be sent to the payroll division before the **18th August, 2003** at the latest.
5. This circular should be retained for reference in the school. It may also be accessed on the Department of Education & Science website at [.education.ie](http://www.education.ie) follow the links to education personnel/special needs assistants.

Please note that queries regarding the Circular may be e-mailed to
pay@education.gov.ie

P. Maloney,
Principal Officer.

June, 2003

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