



## Information Note for Post Primary Schools

### Procedures for claiming Covid Learning and Support Scheme Hours on OLCS

For the current academic year, 2021/2022 all schools have been granted part time hours under the Covid Learning and Support Scheme.

The Covid Learning and Support Scheme (CLASS) is being put in place to help schools mitigate the adverse impacts of Covid-19 on pupil/student learning loss and wellbeing arising from the periods of school closures in 2020 and 2021. Details of the scheme and the basis for the allocation of hours for schools is set out in DES Circular 045/2021 - <https://www.gov.ie/en/circular/aec0a-covid-learning-and-support-scheme/>

The additional CLASS hours will be available for use in schools from 11th October, 2021.

The allocation of hours awarded for your school will be available to be viewed on the Time Allocation screen on OLCS, commencing week beginning 11<sup>th</sup> October, with the date of the hours appearing on OLCS depending on your school roll number.

To claim these hours from OLCS add the Appointment as follows.

#### **Add Appointment**

1. Click on Add under Appointments on the OLCS menu.
2. Enter the PPSN and click Search which will return the staff member in the search results.
3. Tick the Radio button and click Add Appointment.
4. Select Position Type Part Time Hours from the drop down list.
5. Select Status non Casual from the drop down list.
6. If the appointment is for **Covid Learning and Support Scheme (CLASS)** hours, click YES. If the appointment is for normal Part Time Hours, record this as a separate appointment where NO is selected.

**Please note the appointment cannot include a combination of CLASS and normal Part Time Hours.**

7. Select the week from the drop down menu and enter the weekly allocation e.g. if the teacher has an appointment for 1 hr each day of the week the start date should be the Monday date and the end date Friday. The total Weekly Allocation is 5 hrs.

If the teacher has an appointment for Monday and Wednesday for 1 hr each day two separate appointments should be added – one for Monday with the weekly allocation of 1 hr and another for Wednesday with the weekly allocation of 1 hr.

Please ensure 5 day rule is selected where applicable.

8. Click Send to Approver and a confirmation screen is displayed.
9. The Approver then sends the Appointment to the Department.

For queries in relation to the drawdown of hours via the OLCS system please contact:

[onlineclaims@education.gov.ie](mailto:onlineclaims@education.gov.ie)

For queries in relation to the CLASS scheme please contact: [classqueries@education.gov.ie](mailto:classqueries@education.gov.ie)