



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

**Re: Interim arrangements for the payment of ancillary-related grants (including School Services Support Fund (SSSF), Basic Secretary and SSSF Secretary Grants) to schools for the period January to August 2026.**

The purpose of this notice is to advise schools of the arrangements for the payment of ancillary-related grant funding, including SSSF and Secretary Grants, for the period January to August 2026.

### **Background**

After Fórsa accepted the Workplace Relations Commission (WRC) agreement on salaries and leave for grant-funded school secretaries, the secretaries who accepted the agreement were added to the Department of Education and Youth's payroll from September 2023. Because of this, the ancillary-related grant funding has been updated, since schools are no longer paying these salaries directly.

From January to August 2026, grant funding will be reduced based on the salaries schools paid to grant-funded secretaries before they agreed to the new terms and conditions. Schools have given the department the salary information, and this is now being used to reduce the ancillary-related grant funding.

The department has issued correspondence to schools with details of the arrangements for each interim period since September 2023.

Since the 2023/24 school year, schools have been paid the usual ancillary/SSSF grant amount, minus the amount that schools previously paid to grant-funded secretaries prior to their acceptance of the new terms and conditions. Schools should be in no way disadvantaged by this as the grant is reduced only by the amount that they previously paid to their secretaries.



### Interim grant payment arrangements for January to August 2026

Grant payments will be made in the coming days as outlined below.

There are two categories of schools for the payment of this grant.

1. Schools that employ a secretary who was previously grant-funded but has transferred to the department's payroll since September 2023 and
2. Schools that do not employ a secretary who has transferred to the department's payroll since September 2023.

### Schools that employ a secretary who was previously grant-funded but has transferred to the department's payroll since September 2023.

Schools provided the department with details of the salaries they paid to grant-funded secretaries who transferred to the department's payroll since September 2023. This information will be used to revise the ancillary-related grant funding due to these schools for January to August 2026. Below is a summary of the arrangement.

Calculation of grants	Primary Schools	Voluntary Secondary Schools	Community & Comprehensive Schools
<b>Grant to be paid</b>	8/12ths of the Ancillary Services Grant that would have previously been payable in March	2 <sup>nd</sup> and 3 <sup>rd</sup> instalments of the SSSF, Basic Secretary and SSSF Secretary Grants	2 <sup>nd</sup> and 3 <sup>rd</sup> instalments of the SSSF Grant
<b>Less</b>	Annual grant-funded salary + employer's PRSI (these details were provided by schools to the department for those secretaries who transferred to a department Payroll since September 2023)		
	÷ 12 months x 8 months	÷ 12 months x 4 months for each instalment	÷ 12 months x 4 months for each instalment

Please note, in a small number of cases where grant-funded salary details are not available, the reduction is based on the hours worked by the minimum rate of €13 per hour (plus employer's PRSI) as 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 January 2019.

As confirmed previously, no reduction will be made to capitation grant funding.



**Schools that do not employ a secretary, or schools that employ a secretary who has not transferred to the department’s payroll since September 2023.**

Calculation of grants	Primary Schools	Voluntary Secondary Schools	Community & Comprehensive Schools
Grants will be calculated as normal (no reduction)	8/12ths of the Ancillary Services Grant that would have previously been payable in March	2 <sup>nd</sup> and 3 <sup>rd</sup> instalments of the SSSF, Basic Secretary and SSSF Secretary Grants	2 <sup>nd</sup> and 3 <sup>rd</sup> instalments of the SSSF Grant

As per paragraph 2.2 of [Circular 36/2022](#) and Info Note [ESR 02/2023](#), with effect from 13 June 2022, new or replacement secretaries recruited must be employed by schools on the new terms and conditions. This includes being paid through the department’s payroll and not through grant funding.

**Future ancillary-related grant payments**

Future ancillary-related grant payments may be revised to reflect instances where secretaries join the department’s payroll throughout the year or where there is a material change to the hours worked.

Work is ongoing to identify a method of standardising the reduction to the ancillary-related grants for the longer term where school secretaries are being paid on the department’s payroll. The current payments may vary when a standardised model for ancillary-related grant reductions has been finalised. 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. Further details of these arrangements will be provided to schools as soon as they become available.



**Queries**

Queries regarding the interim arrangements for the payment of the ancillary-related grants should be addressed to [sdfinfo@education.gov.ie](mailto:sdfinfo@education.gov.ie)

Please use subject title "Interim ancillary-related grant Jan-Aug 2026" in the email.

Yours faithfully,

Shirley Kearney  
Principal Officer  
Schools Financial & Database Unit  
27 April 2026