

# The Comet

AUTUMN/WINTER 2007

EDITION I

Dear committee member,

Welcome to the first edition of *The Comet*, the NCCA's new bulletin for members of committees, working groups and boards of studies. The bulletin is part of the Council's strategy to support nominees of organisations and agencies in their work with the Council. It's also intended to help nominees report back. The Annual Report for 2006 records that there were 104 meetings in the last calendar year to progress work across early childhood, primary and post-primary education. Given that many nominees have to organise substitute cover, travel arrangements, time off from other occupations, busy work and home schedules – engagement at the level required to keep up with the work requires a high degree of commitment from committee members. I know that this commitment is greatly appreciated, both by the Council and by the executive. *The Comet* is designed to support that commitment and to offer the opportunity for feedback on how to improve on the current levels of support.

I wish you continued success in your work within your own organisation and as a nominee to the NCCA.



Tom Collins  
Chairperson

## Updating your organisation

**Your organisation, school or college wants an update or some information about the NCCA? Where can you find it easily and quickly?**

You might begin by looking at the information available on the NCCA website at [www.ncca.ie](http://www.ncca.ie). There you can look at our publications, the Primary School Curriculum, information on junior and senior cycle reviews, guidelines for special needs and see what's new in assessment. You can also catch up on the new Framework for Early Learning.

Another good place to look for information is our publication [info@ncca](mailto:info@ncca). Current and back issues can be read or downloaded from the website. Copies of the magazine are mailed to all schools throughout the school year. Additional copies are available from [newsletter@ncca.ie](mailto:newsletter@ncca.ie) or by giving the office a call at **01 6617177**.

The **Annual Reports** are also a good source of the information you might need. They contain information about the composition and structures of the NCCA. The Annual Reports outline its work and objectives and a summary of its main activities in a given year. The reports also include financial statements and information about committees and meetings. All annual reports are available on [www.ncca.ie](http://www.ncca.ie) as PDF documents. MS Word versions are available from Peter Johnson, [peter.johnson@ncca.ie](mailto:peter.johnson@ncca.ie)

If you do not find what you need in any of the above, why not email, ring or write to the NCCA staff member with responsibility for organising meetings for your committee? Find out at your next meeting who that person is and ask for contact details, if you do not already know. They will be happy to help.

## Speeding up your travel and subsistence claims

Listed below are the five most common reasons for delays in paying travel and subsistence claims.

- Wrong information about the date or the venue of a meeting.
- Not including the cc (cubic capacity) of the type of car used.
- Receipts missing or wrongly labelled.
- Illegible handwriting!
- Submitting a backlog of claims together.

All of these result in delays in processing and paying travel and subsistence claims.

Expense claims or queries regarding a claim should be sent to:

**Jackie O'Brien,**  
Higher Executive Officer,  
**01-7996402** or  
[jackie.obrien@ncca.ie](mailto:jackie.obrien@ncca.ie)

## Introducing the committee team



**Ursula Corcoran** looks after Early Childhood / Primary, Special Needs or ICT committees. She can be contacted at **01-7996400** or [ursula.corcoran@ncca.ie](mailto:ursula.corcoran@ncca.ie)



**Bernie Gallagher** looks after Senior Cycle committees. She can be contacted at **01-7996401** or [bernie.gallagher@ncca.ie](mailto:bernie.gallagher@ncca.ie)



**Angela Farrell** looks after Junior Cycle committees. She can be contacted at **01-7996403** or [angela.farrell@ncca.ie](mailto:angela.farrell@ncca.ie)

# Getting to 24 Merrion Square

The NCCA offices are situated on Merrion Square North near to the square's junction with Holles Street.

## PUBLIC TRANSPORT

### Mainline trains

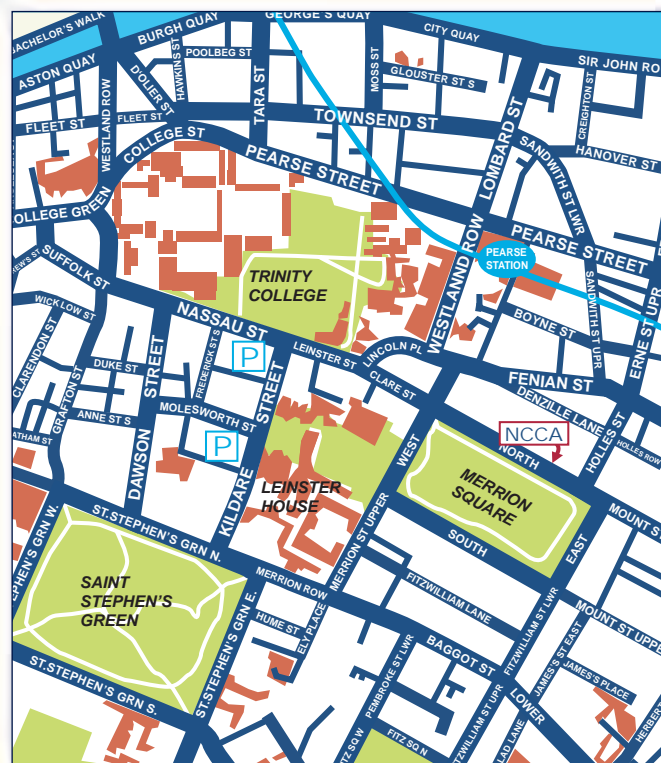
**Connolly Station** is 15 minutes walk or linked by means of a Dart service to Pearse Station.

**Heuston Station** is linked to the city centre by a bus service and is on the Luas Red Line.



### Dart

**Pearse Station** on Westland Row is five minutes walk (see map).



### Dublin Bus

Merrion Square is serviced by the following routes:

- 4 • 4A
- 5
- 7 • 7A • 7E
- 8
- 13 • 13A
- 44
- 45
- 48A
- 63
- 84

### Car parking

There is no parking available in the NCCA. There is some metered on-street parking on Merrion Square and there are two multi-storey parking facilities within ten minutes walk (**Setanta and Kildare Street**).

### Luas

**Green line:** St Stephen's Green (10 minute walk)

**Red line:** Busáras or Connolly (15 minute walk)