



lmetb

*Bord Oideachais agus
Oiliúna Lú agus na Mí*
Louth and Meath Education
and Training Board

**Louth and Meath
Education and Training Board**

OFFICIAL LANGUAGES ACT 2003

LANGUAGE SCHEME

2015 – 2018

Contents

<i>Chapter 1: Introduction and Background</i>	3
1.1 Introduction	3
1.2 Preparation and Content of the Scheme	3
1.3 Commencement date of the Scheme.....	3
<i>Chapter 2: Overview of Louth and Meath Education and Training Board (LMETB)</i>	4
2.1 Mission and Objectives	4
2.2 Main Functions	4
2.3 Key Services	4
2.4 Customers and Clients.....	6
<i>Chapter 3: Details of services currently being provided in English only or bilingually</i>	7
<i>Chapter 4: Enhancing the provision of Irish Language Services</i>	8
<i>Chapter 5: Enhancing the Provision of Irish Language Services in Gaeltacht Areas</i>	111
<i>Chapter 6: Improving Language Capability</i>	12
6.1 Recruitment	12
6.2 Training and Development	12
6.3 Designated Irish Language Posts.....	13
<i>Chapter 7: Monitoring and Review</i>	14
<i>Chapter 8: Publicising of Agreed Scheme</i>	15

Chapter 1: Introduction and Background

1.1 Introduction

The Official Languages Act 2003 provides for the preparation by public bodies of a language scheme detailing the services which they will provide:

- through the medium of Irish,
- through the medium of English, and
- through the medium of Irish and English

and the measures to be adopted to ensure that any service not currently provided by the body through the medium of the Irish language will be so provided within an agreed timeframe.

In accordance with section 14(3) of the Act, language schemes remain in force for a period of 3 years or until such time as a new scheme is confirmed by the Minister for Arts, Heritage and the Gaeltacht, whichever is the later.

1.2 Preparation and Content of the Scheme

In the preparation of this scheme, due regard has been given to the Guidelines issued by the Department of Arts, Heritage & the Gaeltacht. In addition, there has been a comprehensive process of consultation with relevant stakeholders.

The **Louth and Meath Education and Training Board (LMETB)** is guided by the principle that the provision of Irish language services should be based on:

- the underlying level of demand for specific services in the Irish language
- the importance of a proactive approach to the provision of such services
- the resources, including human and financial resources, and the capacity of the body concerned to develop or access the necessary language capability

This scheme complements the principles of Quality Customer Service and our Customer Charter. This scheme has been formulated with the intention of ensuring that all relevant obligations under the Official Languages Act by **LMETB** will be fully addressed on an incremental basis, through this and future schemes.

1.2 Commencement date of the Scheme

This Scheme has been confirmed on **07 December 2015** by the Minister for Arts, Heritage and the Gaeltacht. It commences with effect from this date and shall remain in force for a period of 3 years or until a new scheme has been confirmed, whichever is the later.

Chapter 2: Overview of Louth and Meath Education and Training Board (LMETB)

2.1 Mission Statement

“Louth and Meath Education and Training Board is committed to excellence and innovation in the education of young people and adults through the provision of dynamic services delivered by professional staff”

2.2 Main Functions

LMETB is a statutory body with extensive responsibility for the delivery of education and training across Louth and Meath and manage 16 Post Primary schools, 1 Primary school and 2 PLC College.









LMETB also has a Further Education and Training Service offering flexible and inclusive educational programmes throughout the two counties including Adult Learning Services, Community Education, Back to Education Initiative, Adult Guidance Service, Vocational Training Opportunities Scheme and Night Classes.




LMETB has eight Youthreach centres.

Since July 1st 2014 Dundalk Regional Skills & Training Centre is under the governance of LMETB, having been transferred from SOLAS on that date.



LMETB is patron to 6 Community Schools.

2.3 Key Services

Schools and Colleges			
	Beaufort College Navan		Bush Post Primary School Dundalk
	Coláiste De Lacy Ashbourne	 Coláiste Chú Chulainn Cúram, Forbairt, Feabhas.	Coláiste Lú/Coláiste Chú Chulainn, Dundalk
	Coláiste na hInse, Laytown		Coláiste na Mí Navan
	Coláiste Pobail Rath Chairn	 Coláiste Pobail Dunshaughlin Seachnall	Dunshaughlin Community College

	O'Carolan College Nobber		O'Fiaich College Dundalk
	Ratoath College		Scoil Uí Mhuirí Dunleer
	St. Fintina's PPS Longwood		St. Oliver's Community School Drogheda
	St. Peter's College Dunboyne		St. Oliver PPS Oldcastle

Primary School		Centre for European Schooling	
	Ard Rí CNS Navan		CES Dunshaughlin

PLC Colleges			
	Drogheda Institute of Further Education		Dunboyne College of Further Education

Further Education and Training	Centres		
Adult Learning Services	Drogheda	Dundalk	Navan
	Trim	Kells	Oldcastle
	Mosney	Laytown/ Bettystown	Dunshaughlin /Ashbourne
	Dunboyne	Athboy	
Adult Guidance	Drogheda	Dundalk	Meath
Back to Education Initiative	Louth	Meath	
Community Education	Louth	Meath	
VTOS	Drogheda	Dundalk	Navan
Night Classes	11 centres in Louth and Meath		
Training Centre	Dundalk		

Youthreach	Centres	
	Drogheda	Dundalk
	Hi-Way Café Navan	Y/R Progression Navan
	Trim	Kells
	Ashbourne	Laytown/Bettystown

Patronage of Community Schools		
Ardee Community School	Ashbourne Community School	Athboy Community School
St. Ciaran's Community School Kells	Boyne Community School Trim	Ballymakenny College

2.4 Customers and Clients

- All of the community of Louth and Meath
- Students, parents/guardian who constitute the learning communities/neighbourhoods of all of our second level schools
- Recognised centres of education and all other services provided by LMETB
- Community Education services and Youth work services
- State Departments/Semi-State agencies, voluntary agencies, community groups and individuals
- LMETB's Employees

Chapter 3: Details of services currently being provided in English only or bilingually

Details of services currently being provided in English only or bilingually in Irish and English; **including services in Gaeltacht areas.**

Current Provision of Services		
Services (General)	In English only	Bilingually, in English and Irish
Post-primary schools	All schools are administered in English, except Coláiste Pobail Ráth Chairn and Coláiste Lú - LMETB's all-Irish post-primary colleges	
Further Education and Training Centres	English Only	
Youthreach Centres	English Only	
LMETB's Administrative HQ: 1. Abbey Road, Navan 2. Chapel Street, Dundalk	English Only	
Regional Skills and Training Centre, Coe's Road, Dundalk	English Only	
Services in Gaeltacht Areas	In English only	Bilingually, in English and Irish
Coláiste Pobail Ráth Chairn		Irish Only

Chapter 4: Enhancing the provision of Irish Language Services

The provisions shaded in grey in the table below are mandatory requirements under the Official Languages Act 2003.

Means of communication with the public		Commitment	
Recorded Oral Announcements		<p>The following recorded oral announcements will be in Irish or bilingual:</p> <p>(a) Recorded oral announcements provided on the telephone when the offices of the public body are closed;</p> <p>(b) Recorded oral announcements transmitted by a public address system;</p> <p>(c) Recorded oral announcements created and transmitted by means of a computerised messaging system or a computerised telephone answering system.</p> <p>This provision relates to 'recorded' announcements rather than 'live announcements'.</p> <p>Where a Place names Order is in force, a public body is required to use the Irish language version of the place name specified in that Order in recorded oral announcements made by it or on its behalf.</p>	Mandatory
Written Communication	Letters and Electronic Mail	All written communication will be responded to in the official language in which it was received.	Mandatory
	Stationery	Headings of stationery, including notepaper, compliment slips, fax cover sheets, file covers and other folders, labels and envelopes are provided in Irish or bilingually.	Mandatory
Signage	Signage	All signage placed by Louth and Meath Education and Training Board (LMETB) or on its behalf must be in Irish or bilingually, in accordance with the regulations (S.I. No.391/2008).	Mandatory
Publications	Publications	Documents setting out public policy proposals, audited accounts or financial statements, annual reports and strategy statements will be published simultaneously in Irish and English.	Mandatory
	Circulars/Mailshots	Where a public body communicates in writing or by electronic mail with the general public or a class of the general public for the purpose of furnishing information to the public or the class, the body shall ensure that the communication is in the Irish language or in the English and Irish languages.	Mandatory
An Ghaeltacht	Gaeltacht Place Names	The official place names of Gaeltacht areas will be used by the public body in accordance with the legislation.	Mandatory

Means of communication with the public		Commitment	Timeline By end Yr 1/ Yr 2 / Yr 3
Oral Communication	Reception	A service through the medium of Irish will be available in LMETB's Head Office in Navan, Co. Meath. A service through the medium of Irish will be available in Drogheda, Co. Louth when new Head Office is constructed.	By the end of the first year of the scheme
	Face to Face/Counter Service	An up to date list of staff members who can provide a service through Irish will be made available in LMETB's Head Office in Navan, Co. Meath.	From the outset of the scheme
	Switchboard	Switchboard staff will give the name of the public body in Irish and English in Head Offices in Dundalk and Navan.	From the outset of the scheme
	Application Forms	There will be a bilingual or Irish version of the most commonly used application forms available: <ul style="list-style-type: none"> • Application forms for all Teacher positions in schools • Applications forms for all positions in Gaeltacht Schools. 	By the end of the first year of the scheme
Media	Press Releases	Press releases in relation to Gaelscoileanna and Gaelcholaistí will be issued bilingually simultaneously.	By the end of the first year of the scheme
	Media Spokespersons	An Irish speaking spokesperson/s will be available for interviews with the Irish language media.	By the end of the first year of the scheme
	Speeches	We will include Irish content in English speeches. Such content shall include opening and closing greetings in Irish, and reference here and there in Irish to the subject matter of any such speeches and/or to the occasion in hand, as a minimum.	By the end of the first year of the scheme
Information Technology	Email	Standard email messages such as disclaimers will be bilingual.	By the end of the first year of the scheme
	Websites	The LMETB website shall include a bilingual statement from the Chief Executive affirming the Board's determination to implement the commitments entered into in the Board's language scheme. A notice advising of staff members in head office who can provide a service through Irish will be published on the website. Message from the CEO, and information on ETB Board Members, will be bilingual on the LMETB website.	By the end of the first year of the scheme.
	Computer Systems	Any new computer system being installed will be fully capable of handling the Irish language.	By the end of the first year of the scheme
Gaeltacht	Meetings	Meetings held in the Gaeltacht will be conducted in	By the end of the

	Speeches	<p>Irish.</p> <p>Contributions in Irish or English will be welcome at public meetings organised by or on behalf of the public body.</p> <p>Meetings organised by the public body that deal with Irish language issues will be held in Irish.</p> <p>All speeches pertaining to the Gaeltacht/taking place in the Gaeltacht shall be in Irish only.</p>	<p>first year of the scheme</p>
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Chapter 5: Enhancing the Provision of Irish Language Services in Gaeltacht Areas

Enhancing the provision of Irish language services in Gaeltacht areas and ensuring that Irish becomes the working language in offices located in Gaeltacht areas by a certain date.

Commitments in Gaeltacht Areas

Description of services in Gaeltacht areas	Commitment	Timeline By end Yr 1/ Yr 2 / Yr 3
Adult Education classes are available from time to time.	LMETB recognises that Gaeltacht communities have very specific linguistic requirements. The Board will make every effort to ensure that all services pertaining to the Gaeltacht shall be so delivered through the medium of Irish, commencing during the first year of its language scheme.	By the end of the first year of the scheme
	No new LMETB policies/initiatives/programmes will impact adversely on, or do damage to, the specific cultural and linguistic characteristics of the Gaeltacht. The Board shall do all it can to nurture and strengthen those characteristics.	By the end of the first year of the scheme
Schooling in Coláiste Pobail Rath Chairn is through Irish only.	With regard to Gaeltacht place names, LMETB shall use the official version at all times, in accordance with the relevant Statutory Instruments.	By the end of the first year of the scheme
	Commencing during the lifetime of its first language scheme, the Board shall ensure that the Irish language shall become the working language in its school/centres/offices in Gaeltacht area where such is not the case presently.	Commencing during the lifetime of the first language scheme.
	Commencing during the lifetime of its first language scheme, LMETB shall endeavour to appoint secretaries and all other employees in its Gaeltacht offices (schools and other recognised centres of education) who will be capable of dealing with members of the public who wish to conduct their business with the Board through Irish.	By the end of the first year of the scheme
	All documentation pertaining to Gaeltacht regions shall be provided in Irish only, or bilingually.	By the end of the first year of the scheme
	LMETB shall endeavour to convene all of its meetings for the Gaeltacht community through the medium of Irish.	By the end of the first year of the scheme
	With regard to LMETB's schools and recognised centres of education in the Gaeltacht, the Board shall endeavour, in every way that it can, to appoint teaching staff who are capable of providing the full curriculum subject choices effectively through the medium of Irish.	By the end of the first year of the scheme

Chapter 6: Improving Language Capability

6.1 Recruitment

The recruitment of staff with the appropriate level of competence in the Irish language in each area of work of **Louth and Meath Education and Training Board (LMETB)** will be the primary means of optimising the availability of services through Irish. Our recruitment policy, which is subject to the framework of agreed national recruitment procedures, will have regard to the need to improve Irish language capability on an incremental basis.

All new staff will be provided with an induction pack containing a copy of our agreed scheme in order to ensure that they are made aware of our commitments under the legislation.

6.2 Training and Development

Louth and Meath Education and Training Board (LMETB) is committed to making available opportunities for staff to attend appropriately accredited Irish language training courses, as resources permit. All staff will be advised of facilities/opportunities to improve their competency in Irish.

Commitment			Timeline By end Yr 1/ Yr 2 / Yr 3
Improving Irish Language Capability	Recruitment	New staff will be provided with an induction pack containing a copy of our agreed scheme.	By the end of the first year of the scheme
	Training	<p>Opportunities to develop the Irish language competence of staff will be provided. Appropriate arrangements will be made for the provision of Irish language training and proficiency testing certification for staff in order to:</p> <ul style="list-style-type: none"> Support staff in maintaining and developing their proficiency in the Irish language. Enhance the capacity of staff to meet their Irish language obligations in the conduct of their duties, and Provide an accredited proficiency testing regime for staff. <p>Staff will be made aware of language resources such as:</p> <p>www.focloir.ie www.tearma.ie www.teanglann.ie and www.abair.ie as well as WinGléacht, the electronic version of the Ó Dónaill Irish-English dictionary.</p>	By the end of the first year of the scheme.

6.3 Designated Irish Language Posts

The posts listed below have been designated as having an Irish language competency requirement. It is the intention that holders of these posts will have achieved specified accredited standards in the Irish language, commensurate with the responsibilities of the post. When designating these posts, particular consideration has been given to posts located in Gaeltacht areas and to posts located outside Gaeltacht areas but whose customer base consists largely of Gaeltacht and/or Irish language speaking communities.

Title of Post	Location	Gaeltacht/Irish speaking community served	Indication of standard of Irish required (choose from basic, intermediate or advanced)
Principals, Deputy Principals, Directors, Managers, Co-ordinators and all teaching posts in Gaeltacht area.	LMETB's schools, recognised centres of education and its other services in Gaelcholáistí.	The Gaeltacht community of Co. Meath and the communities of all Gaelcholáistí operating under the Board's remit.	Advanced desirable
Secretaries, caretakers and other administrative positions in Gaeltacht school and Gaelcholáistí	LMETB's schools, recognised centres of education and its other services in Gaelcholáistí.	The Gaeltacht community of Co. Meath and the communities of all Gaelcholáistí operating under the Board's remit.	Advanced desirable

Chapter 7: Monitoring and Review

The implementation of the scheme will be monitored and reviewed on a regular basis by **the Chief Executive of LMETB and the Senior Management Team**. The contact person for the scheme will be; **An Príomh Oide, Coláiste Pobail Ráth Chairn (faoi láthair - An tUasal Macdara O'Duillearga)**.

A formal system for monitoring requests for services through Irish will be available and recorded in our Annual Report.

Chapter 8: Publication of Agreed Scheme

This scheme will be published both internally and externally, through a press release initially. A bilingual version of the scheme will be made available on our website and circulated to all staff and appropriate agencies. Other means to publicise the scheme may also be used.

In addition, we will take every opportunity in our day to day interaction with customers to promote and publicise the services we provide in Irish through the following means:

- directly informing customers on a proactive basis of the option of conducting business with us through Irish, for example, by the display of notices at reception areas indicating the Irish language services that are available;
- prominently listing these services on our website;
- signifying on selected guidelines, leaflets and application forms that these documents are also available in Irish, unless presented bilingually;
- giving equal prominence to Irish and English language materials.

A copy of the agreed scheme will be forwarded to the Office of An Coimisinéir Teanga.

The English language version of this scheme is the official version.