

HALLOWEEN REVISION SCHEME 2026

GCSE ENGLISH, MATHS AND SCIENCE ONLY

A RAISE CROSS-CUTTING INITIATIVE

GUIDANCE AND FAQs

Key Principles

The following outlines the principles underpinning the Halloween Revision Scheme 2026.

1. The Halloween Revision Scheme will focus on GCSE English, Maths and Science only, for Year 12 pupils taking **modular external examinations** available for these subjects **in November 2026**.
2. School participation is on an entirely **voluntary** basis.
3. Settings will be provided with funding (retrospectively based on actual spend) to deliver the project **up to an agreed maximum amount**. The allocation of available funding will range from **£1,000 to £2,000**, based on the size of each school's Year 12 enrolment numbers, as detailed in the spreadsheet accompanying this guidance on the Department's website. Funding for costs incurred will be allocated to the school or EOTAS budget **after the Revision Scheme is complete**. A data capture template will issue to schools / EOTAS settings in November 2026 to ask schools to confirm how much they have spent and to complete a short evaluation.
4. The aim is to provide additional academic support through structured revision sessions to help students develop exam techniques, consolidate knowledge and build confidence. Settings will have complete flexibility in regard to the structure of the classes.
5. Schools have the flexibility to determine the duration of the Halloween Revision Scheme, taking into account the needs of pupils.
6. Schools can supplement the classes by investing in study resources for pupils up to the value of 20% of the available funding. **Any amount spent on resources over 20% will not be reimbursed**.

7. It is envisaged that the Revision Scheme will be delivered by school leaders and qualified teachers. Schools may also utilise external businesses, community groups or volunteers to provide a variety of tuition subject to relevant supervision / safeguarding measures in line with normal school policies, for example, activities such as stress management and study skills workshops may be included within the schemes.
8. Settings should select the pupils to attend that will benefit most from this type of provision. All pupils may attend. Where pupils are being selected for participation, the schemes should be designed to ensure students who need additional help, particularly those from lower-income backgrounds, receive extra tuition and resources.
9. It is assumed that it will not be possible to provide hot food. However, the budget allows for healthy snacks to be provided.
10. Parents / carers should not be asked to contribute to the cost of the scheme, which is designed to ensure pupils receive free additional support.

Key Contact Details

For general enquiries regarding the Halloween Revision Scheme, please contact DE's School Improvement Team at DEsit@education-ni.gov.uk

FREQUENTLY ASKED QUESTIONS

The following FAQs provide information outlining how the Halloween Revision Scheme 2026 will operate. This is a voluntary scheme, and schools are not required to take part.

General

1. Q: What is the budget being made available?

A: Participating schools will be allocated funding based on the size of each school's Year 12 enrolment numbers¹, ranging from £1,000 to £2,000 as follows:

- Up to £1,000 for schools with 100 or less Year 12 pupils
- Up to £1,500 for schools with 200 or less Year 12 pupils
- Up to £2,000 for schools with more than 200 Year 12 pupils

This funding is designed to cover staff costs (**including employer costs**), the provision of snacks / refreshments, purchase of resources, facilitation and / or cleaning. Schools will receive the funding based on advised actual spend up to the maximum value of the allocation from the EA on the submission of final costs. Allocations will be made to the school LMS budget or in the case of GMI / VG schools, allocations will be made via EA school payments team. Special schools will receive their budget via the EA.

2. Q: What should the Halloween Revision Scheme provision look like?

A: Schools are free to determine the content of their Revision Scheme and associated delivery arrangements provided they stay within the funding allocation set out in the published spreadsheet. Schools will have complete flexibility with regard to the structure of the classes.

¹ Based on the school's year 11 pupil numbers in the previous (2025/26) school year Census information.

3. Q: How many days and how many hours per day is the Revision Scheme expected to last?

A: It is up to each school to determine the duration, in line with their own needs and circumstances.

4. Q: Can pupils from Year 11 attend?

A: While the Halloween Revision Scheme is primarily for Year 12 pupils entered into the November 2026 series of modular external examinations, pupils in Year 11 who are sitting exams a year early can also attend. It is for schools to select the pupils to attend that will benefit most from this type of provision.

5. Q: Can the funding be used to purchase resources?

A: It is appreciated that some additional resources may be required to support the Revision Scheme provision, however, we would expect this to be relatively small expenditure overall.

Schools should adhere to the normal LMS procedures in relation to procurement and payment for goods and services. Orders should be raised through iProc and should be coded as normal school expenditure. Schools without access to iProc should ensure value for money by obtaining at least two prices / quotations where possible.

6. Q: How many teachers can I engage in the delivery of the Revision Scheme?

A: This will depend upon the level of uptake; schools can decide what is most appropriate for their circumstances, bearing in the mind the maximum funding allocation.

7. Q: Can Classroom Assistants be used?

A: Yes. Classroom Assistants can be used to support the attendance of children with statements of SEN.

8. Q: Can supply teachers be used?

A: If required, yes. Supply teachers who are live and active on NISTR can be used but must be contacted and engaged **OFF-SYSTEM**. Schools should use NISTR only to ascertain that the supply teacher is live and available. Supply teachers have been advised to mark their calendars as available over the Halloween holidays if they wish to avail of work connected to the scheme.

The NISTR solution should **not** be used to book / pay the teacher as an accepted booking will automatically be processed for standard full salary at month end from the school's budget. Form **TR267 (O)** should be used to process the one-off non-pensionable payment at the set hourly rate (see further details at question 15). This will be processed as a miscellaneous payment.

Schools are reminded of the appropriate use of NISTR and although the booking of a teacher will not be placed on system, the school search will be available during the Halloween school closure period.

9. Q: What do I need to consider with regard to safeguarding?

A: Schools must ensure at all times that safeguarding requirements are fully adhered to for all those engaged in delivering the scheme.

10. Q: Must there be a first aider and Child Protection Designated teacher on-site at all times?

A: Schools may wish to conduct a risk assessment prior to the Revision Scheme proceeding. If you are content that the health and safety of the children can be

safeguarded, it is a matter for schools as to whether or not these additional measures are needed.

11.Q: Access NI?

A: An Access NI check will not be required for current teaching and non-teaching employees or supply teachers registered on NISTR.

Pay

12.Q: What is the rate of pay for teaching staff?

A: Principals, Vice-Principals, and teachers can receive additional pay. Remuneration will be set at a non-pensionable hourly rate of **£35.00 per hour**.

13.Q: What employer costs should be considered for budgeting purposes when calculating teaching staff costs?

A: When budgeting, schools should note that the wages of teaching staff include National Insurance (15%) and Apprenticeship Levy (0.5%) contributions will be applied. **Therefore, when claiming costs, schools should add appropriately to the hourly rate to ensure they are reimbursed for the full costs.**

This scheme is not eligible for the teachers' pension scheme therefore no additional charge should be applied.

14.Q: Will supply teachers be paid the same as permanent teachers?

A: Yes – supply teachers will receive the same rate of pay as permanent teachers - **£35.00 per hour**.

15.Q: How will teaching staff be paid?

A: The school should complete a [TR267 \(O\) Form](#) without delay to ensure that teaching staff are paid promptly. The form must be authorised by the School Principal and Chair of the Board of Governors and submitted to Teacher's Pay Team.

Please Note: When completing the form, please tick 'Holiday Revision Scheme'. In providing the brief explanation for the payment please state, "Halloween scheme 2026". Please note that the alpha code should be left blank.

16.Q: What will non-teaching staff be paid?

A: Classroom / general assistants employed on a 52-week or Term Time contract of employment completing their usual role should have hours recorded on the timecard in the normal manner and will be paid their normal rate of pay for their contractual hours.

Excess hours worked to support the Halloween Revision Scheme by classroom / general assistants employed on a term time contract of employment can be paid at their current rate of pay. School secretaries, cleaners and building supervisors, carrying out additional administrative duties outside of their normal hours can also be paid at their current rate of pay.

Existing members of staff completing their usual role should have hours recorded on the timesheet in the normal manner and will be paid their contractual rate of pay. **Schools should ensure that timecard entries detailing hours worked in support of the scheme are itemised and clearly identifiable by adding 'Halloween Revision Scheme' in the comments.** Should schools be unsure of the cost for additional or excess hours undertaken by support staff, they can contact EA Payroll retrospectively to manually calculate and provide the cost per employee. Please email Richard Clarke (richard.clarke@eani.org.uk) with the employee name, employee number and dates worked.

Additional hours for non-teaching staff who are members of NILGOSC will be pensionable.

Finance Arrangements

17.Q: How can I access Halloween Revision Scheme funding?

A: Schools that expressed an interest in participating in the scheme can view the maximum amount available for the Halloween Scheme in the allocations spreadsheet published on the Department's website alongside this guidance. Funding will be made to cover actual spend (as advised by the school) after the scheme completes up to the value of the maximum allocation. Schools will be asked to confirm the detail of spend within their submission of the data capture template, which will be commissioned after the Halloween holidays.

18.Q: What if I have any queries about processing teaching staff pay?

A: Any queries regarding teachers' pay should be directed to the contacts below:

ccmsschools.teacherspay@education-ni.gov.uk

easchools.teacherspay@education-ni.gov.uk

otherschools.teacherspay@education-ni.gov.uk

Queries in relation to temporary or supply teachers should be directed to:
temporarysection@education-ni.gov.uk.

19.Q: When will staff receive payment for operating the Halloween Revision Scheme?

A: Provided appropriate paperwork is submitted promptly and accurately, it is envisaged that staff will receive payment through the appropriate payroll during December 2026.

20.Q: I am a VG / GMI school but I do not have cashflow to fund the scheme – can I receive part funding up front?

A: For schools in the voluntary grammar or grant maintained integrated sectors, we are aware that cash flow may be an issue for some schools. In such cases where schools may require an advance of budget up front, we would ask schools that have expressed an interest in facilitating a Revision Scheme to contact the Department and let us know if this applies in their case. We will then consider the request and where possible, will make arrangements for an advance to be made available.

21.Q: How should VG schools pay the Halloween Revision Scheme staff?

A: Normal payment procedures should be followed for payment of teaching staff and non-teaching staff. **VG schools should not use the TR267 (O) form.**

Catering/Transport

22.Q: Will school meals or transport be provided?

A: The EA will not be providing such services during non-operational days; however, schools are able to make their own arrangements where this is assessed as needed and can be provided for safely.

Schools are encouraged to consider the need for snacks / packed lunch depending upon the duration of the scheme each day. Funding to cover these costs can be included within schools' returns.

Other Matters

23.Q: Is my school insured to take part in the Scheme?

A: The usual arrangements for insurance in schools apply. Schools that are responsible for their own insurance will need to ensure that they have appropriate and adequate insurance cover in place in respect of the Halloween Scheme. They should check their existing policy cover and liaise with their insurer and / or broker for advice as to what, if any, additional cover is required. Some insurers may be willing to agree cover without the payment of any additional premium for a scheme which is in the public interest, and it may be possible for schools to confirm or negotiate cover without the payment of any additional premium.

Monitoring and Evaluation

24.Q: How do I account for the expenditure and report on uptake?

A: A data capture template will be developed for completion by schools. Schools will be required to provide details of staffing, utilities, food and resource costs incurred. This will be made available after the Revision Schemes are delivered.

25.Q: How will the Halloween Revision Scheme be evaluated?

A: The Department will need to determine the overall impact of the Revision Scheme. Participating schools will be asked to complete a short survey to support our evaluation of the programme.