

In-Person Supplementary Programme

(summary of key points)



BACKGROUND TO THE PROGRAMME

What is the Supplementary Programme?

The In-person Supplementary Programme is designed to offer additional face-to-face, one-to-one support to pupils with complex needs who attend primary and special schools and who have been severely impacted by recent school closures.

Which pupils are eligible for this additional In-Person Support?

- ✓ All pupils in special schools and special classes in primary schools.
- ✓ Pupils in mainstream classes in primary schools who are accessing the highest level of the continuum of support (Student Support Plus/for a few).
- ✓ Pupils with Autism, Down syndrome, sensory impairments, and other disabilities who were identified for the Summer Provision Programme of 2020.
- ✓ Pupils who are experiencing difficulty / presenting with exceptional needs due to the current school closure.

How will In-Person Support operate?

The **four-week** Supplementary Programme of in-person support is intended to enhance the remote learning experience for pupils with complex needs during the school closure period through provision of an additional **5 hours per week** of home based in-person tuition or care support.

Home-based support must be provided on a **1-to-1 basis**, except with siblings.

The Department of Education emphasise the need for **compliance with all public health and safety measures** whilst engaging in this in-home provision.

This programme will operate in a similar manner to July home-based provision.

Who will deliver this additional support?

This programme will be provided by teachers or SNAs on a voluntary but paid basis to enhance the learning experience for these pupils and build on the learning taking place as part of the remote provision by the school.

Teachers and SNAs will be paid for this additional work through the Department's payroll system upon receipt of the completed claim form from parents (as is the case for the July provision).

Are final year B.Ed. and PME students eligible to engage in the Supplementary Programme in the role of tutor?

Any teacher currently **registered with the Teaching Council** of Ireland and **Garda vetted** by the school is eligible to participate in the scheme.

What are the rates of payment for teachers and SNAs who participate in the Supplementary Programme?

Teachers/SNAs will for be paid for each hour delivered whether provided together or on a one-to-one basis.

Grant Rates	
The grant rates per hour for all tuition provided is:	
Fully Qualified Primary Teacher	€ 39.09 per hour
Modified Rate	€ 35.14 per hour
SNA	€ 16.77 per hour

What tutors will be in receipt of the modified rate?

In circumstances where a teacher qualified in the child's sector cannot be accessed, the Department of Education allow parents to engage a teacher who is registered with the Teaching Council as a PME or in any other sector and who has a degree (minimum Level 7 on the National Framework of Qualifications) in a relevant area. The grant rate for these tutors will be the **modified rate**.

Can a teacher on leave partake in the programme?

A teacher who is availing of approved paid or unpaid leave from his/her employment during the period of the In-person Supplementary programme is not eligible to be employed as a tutor. However, a teacher who is on Career Break or who is Job Sharing may be employed as a tutor during the period of the programme.

LOCATION **NEW** – 24/3/21

Is it permitted to facilitate the provision of this additional support in the school building outside of the school day?

Following representations to the Department of Education by a number of schools, parents, management bodies and by the Ombudsman for Children, the Department confirmed on 24 March, that the running of the supplementary programme in schools is an authorised activity.

It is therefore open to any Board of Management, if they so wish, to make their school premises available to facilitate the running of the supplementary programme.

Can this programme be conducted remotely / using an online platform?

No. The purpose of the scheme is to provide in-person support to help ensure a better learning experience for eligible pupils.

TRANSPORT

Will school transport be available for students attending special classes attached to mainstream schools?

Yes, school transport will recommence on Monday 22 February for students attending special classes attached to mainstream schools.

Can a parent/guardian decline the offer of using school transport and receive a subsidy instead?

Yes. Parents/Guardians must notify schools three days in advance where they would prefer not to avail of school transport services during this interim period. In such circumstances, the Department of Education will make temporary grants available for transport. Parents/Guardians can resume using their tickets upon the full reopening of schools.

TIMEFRAME

When will this programme commence and for how long with it continue?

Eligible pupils are entitled to a **maximum of 5 hours per week** of home-based tuition or care support for a **four-week period**.

The four-week programme (20 hours in total) can commence from 11 February 2021 and can be used by families at any time **up until the end of April**.

The Department of Education will facilitate parents in arranging for the delivery of up to 20 unused hours of support **during the Easter break** to ensure that all individuals who are eligible to participate in the scheme have an opportunity to benefit from the programme.

Extension to programme

An extension to the current scheme was announced for children in 3rd to 6th class who did not return to school on 1st March. At primary level the supplementary programme for eligible pupils who are in 3rd to 6th class was extended by a further two weeks (an additional 5 hours per week, i.e. a total of 30 hours).

A separate timetable for the additional two weeks provision is available on the INTO website

If a parent/guardian did not avail of In-Person Supplementary support for their child/ren during the first week of the scheme (11 February) can support be provided during the mid-term break?

If a parent/guardian did not use any hours of In-Person Supplementary support for child/ren during the first week of the programme (11 February), it is open to them to use up to a **maximum to 10 hours** during the week of mid-term closure (15 February to 21 February).

ACCESSING SUPPORT

How do pupils and parents access the supports as set out in the Department of Education guidance re: Supplementary Programme?

School management will bring the scheme to the attention of the parents/guardians of pupils who have been identified as eligible to participate in the programme. All teachers and SNAs will also be informed about the operation of this programme.

As is the case with the Department of Education's home-based summer programme, parents must engage a teacher or an SNA directly. (Schools will provide assistance to parents / guardians in this regard).

As previously mentioned, it is voluntary for teachers and SNAs to participate and they will be remunerated by the Department of Education's payroll system upon receipt of the completed claim form from parents/guardians.

IMPORTANT INFORMATION FOR TUTORS

Is there a maximum number of children that a tutor can provide support to?

There is no upper limit on the number of pupils that a tutor can provide support for under this programme, but tuition can only be provided by a teacher or SNA **in a pupil's home, at evenings and weekends.**

Teachers and SNAs should work consistently with the same families and support must be delivered in accordance with Public Health Advice.

If a tutor is supporting 2 individuals in the same household is it permissible to provide support for the siblings together or must this be delivered on a one-to-one basis?

Eligible siblings are entitled to 5 hours per week each for 4 weeks.

Parents are free to arrange for provision to be delivered to siblings together or separately on a one-to-one basis.

If tuition is delivered to siblings together, they can avail of the aggregate hours (i.e., 2 siblings supported together for one week would be eligible to access 10 hours support or 5 hours each if supported separately).

Teachers/SNAs will for be paid for each hour delivered whether provided together or on a one-to-one basis.

Health and Safety guidance

- It is a requirement for face coverings to be worn by home teachers/SNAs where it is not possible to maintain a physical distance of 2 metres from the student, parents, or other family members.
- In home tuition settings, the implementation of mandatory face-covering usage is challenging, as it is known that children will have a lower tolerance and ability to use the face covering properly and use of face-coverings by teachers/SNAs for very young children may cause undue stress to the children.
- It is not recommended that primary school aged children wear face-coverings.
- Teachers/SNAs will need to perform hand hygiene first and last after each visit to a child's home.
- Teachers/SNAs /parents should therefore ensure that there is an adequate supply of alcohol hand rub for all visits.
- Regularly and thoroughly clean your hands with soap and water or with an alcohol-based hand sanitiser.

More information is available [here](#)



Role of parent(s) / guardian (s)

1. Identify and secure the services of a qualified and vetted teacher or SNA (with the help of the school principal).
2. Agree hours of delivery with the teacher / SNA.
3. Ensure that the section of the application form that confirms the relevant qualification and child protection requirements is completed before the support commences.
4. The Timetable of Teaching/Care Support should be completed as provision occurs.
5. When delivery of the programme of tuition or care is complete, parents and the teacher / SNA must complete the Declaration in Section 3 of the form and return it to the Department so that direct payment to the teacher or SNA can be processed.



Checklist for school principal

1. Identify children who are eligible for the In-Person Supplementary Programme.
2. Bring the scheme to the attention of the parents / guardians of eligible pupils.
3. Inform all school teaching staff and SNAs about the details of the programme.
4. Draw up a list of school staff who have expressed an interest in participating in the programme.
5. Where parents / guardians wish to participate in the scheme, complete Part 1 of form provided by the Department of Education and furnish parents / guardians with same.
6. Assist parents in securing the services of a teacher or SNA who is known to the school.
7. Confirm staff availability, check parent requests, and match & allocate as appropriate.
*(Note: The NCSE also provides information on how to source a teacher or SNA where parents cannot source one through their schools. <https://ncse.ie/wp-content/uploads/2021/02/Supplementary-Programme2021.pdf>
Support can also be accessed through the Irish Primary Principals Network (IPPN) at the link: <https://www.educationposts.ie/notice/supprog>)*
8. Furnish parent(s) / guardian(s) with the relevant documentation.
 - In line with well-established Child Protection Procedures the Statutory Declaration (Appendix 1) of the Grant Claim Form
 - The Form of Undertaking (Appendix 2) of the Grant Claim Form must be completed prior to the commencement of any tuition/care support.
 - A statutory declaration signed by the relevant authority in 2020 remains valid until the end of 2021. The Teacher/SNAs vetting disclosure must be provided directly to the parent/guardian by the Teacher/SNA.
9. Share the relevant online learning plan for each week, student support plan and /or personal pupil care plan with the teacher or SNA providing the supplementary programme.



How should I determine which children are offered In-Person Supplementary Programme, (especially when coming under pressure from parents are inquiring as to their pupil's eligibility)?

Guidance to Principals indicates that the following children should be offered In-Person Supplementary Support:

- All pupils enrolled in special schools and special classes at primary level
- Pupils in mainstream classes in primary schools who are accessing the highest level of the continuum of support (i.e. School Support Plus/for a Few), including pupils with Autism, Down syndrome, sensory impairments, and other disabilities.

In addition to pupils who meet the above criteria, the Department of Education state that “pupils identified by their primary school as requiring **the highest level of support at any given time**” should be afforded the opportunity to participate in the Supplementary Programme if parent(s) / guardian(s) agree to their involvement. However, in making such decisions, principals should (if approached by parents) highlight that pupils presenting with **exceptional needs due to the current school closure period** and **children who are not engaging with remote learning** will be prioritised in line with guidelines from the Department of Education.

What planning documents should the tutor provide to the school principal?

Upon agreement with parents/guardians to engage with the programme, teachers or SNAs should consult with the school's SEN team to establish priorities for supporting the child at home. Teachers/SNAs should refer to the Department's guidelines for the in-person programme to ensure that their plans reflect the intention of the programme.

Copies of a brief support plan should be shared with the parents/guardians and the school before support begins. A record of provision and achievement over the duration of the programme (20 hours in total) will be maintained and shared with the school (and parents/guardians) at the end of the programme.

This record should be retained in the Student Support File and be available to the Department's Inspectorate, on request.

If you have any further questions, you may email INTO at education@into.ie or email the Department of Education at supplementaryprogramme@education.gov.ie